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

STATION ENVIRONMENT AND OPERATIONS

STATION CLEANERS

SUMMER 2023

SOUTH SCHEDULES BOOK

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

300#	110	KC+		
SC0292 Station South	07	2768		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ RTO Facilities Cleaner. Must be Track Safety Qualified.	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 hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
**General Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. Clean booth windows. Remove stickers and graffiti. Wipe down Digital Ad Panels.				
*RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES				
RESTRICTED DUTY- Public Restroom/ RTO Facilities Cleaner. Must be Track Safety Qualified.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC	
SC0293 Station South	0700 - 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:	A 414: -	DND	C000	0020 1020	
Clean men and women's public toilets	Atlantic Av-Barclays Ctr	D N R	C009	0930 - 1030	
Lunch	Atlantic Av-Barclays Ctr	DNR	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	DNR	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	DNR	C009	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. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. Clean booth windows booth window- use water only. Remove graffiti, stickers and sticker/glu residue. Wipe down Digital Ad Panels.	e				
RESTRICTED DUTY- Public Restroom Cleaner					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	ours		RC#
SC0294 Station South	1:	1100 - 1900		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator/RTO Facilities Cleaner. Must be Track Safety Qualified.	Brighton Beach	B Q	B029	1100 - 1200
Clean unisex public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed				
***RTO Tower Duties	Brighton Beach	B Q	B029	1200 - 1330
Clean men and women's public toilets Note- If toilets are out of service, **General Duties listed will be performed	Kings Hwy	B Q	B024	1340 - 1540
Lunch	Kings Hwy	B Q	B024	1540 - 1610
Clean and disinfect ELE 760 and 761 ****Elevator Duties- see below	Kings Hwy	B Q	B024	1610 - 1810
Note- If Elevators out of service, General Duties listed will be performed Clean unisex public toilets Note- If toilets are out of service, **General Duties listed will be performed	Brighton Beach	B Q	B029	1820 - 1900
Report Off Duty	Brighton Beach	B Q	B029	1900 -
*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, 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/n bathrooms. Wipe down all surfaces including Quench machines, refrigerator, microwave. Empty all trash cans, sweep, mo 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	nen			
elevators on station. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from to 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.	op			
RESTRICTED DUTY- Public Restroom/ Elevator/RTO Facilities Cleaner. Must be Track Safety Qualified.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#	
SC0295 Station South	0700 - 1500			277	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator/RTO Cleaner. Must be Track Safety Qualified.	Coney Island Stillwell Av	D F N Q	G009	0700 - 0900	
Clean men and women's public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed					
***RTO Tower Duties	Coney Island Stillwell Av	DFNQ	G009	0900 - 1000	
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note- If Elevators out of	Coney Island Stillwell Av	DFNQ	G009	1000 - 1130	
service, General Duties listed will be performed Lunch	Coney Island Stillwell Av	D F N Q	G009	1130 - 1200	
Clean men and women's public toilets Note- If toilets are out of service, **General Duties listed will be performed	Coney Island Stillwell Av	DFNQ	G009	1200 - 1330	
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note-If Elevators out of	Coney Island Stillwell Av	DFNQ	G009	1330 - 1500	
service, General Duties listed will be performed Report Off Duty	Coney Island Stillwell Av	DFNQ	G009	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. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. Clean booth windows. Remove stickers and graffiti. Wipe down Digital Ad Panels					
***RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.					
****Elevator Duties Sweep, mop, disinfect, remove gum, wipe down interior and exterior panels, clean interior, and exterior glass on all elevators on station. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
RESTRICTED DUTY- Public Restroom/ Elevator/RTO Cleaner. Must be Track Safety Qualified.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

ob#			Hours		
SC0296 Station South	07	0700 - 1500			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/Elevator Cleaner	36 St	D N R	C018	0700 - 0800	
Clean men and women's public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed					
Clean men and women's public toilets *Public Toilet Duties- see below Note- If toilets are of service, **General Duties listed will be performed	59 St	N R	C021	0810 - 0900	
Clean and disinfect ELE [387/388/389] **Elevator Duties- see below Note- If Elevators are out of service, General Duties listed will be performed	59 St	N R	C021	0900 - 0945	
Clean men and women's public toilets Note- If toilets are out of service, **General Duties listed will be performed	Bay Ridge 95 St	R	C027	1000 - 1100	
Lunch	Bay Ridge 95 St	R	C027	1100 - 1130	
Clean men and women's public toilets	36 St	DNR	C018	1145 - 1235	
Clean men and women's public toilets	59 St	N R	C021	1245 - 1315	
Clean and wipe ELE [387/388/389]	59 St	N R	C021	1315 - 1340	
Clean men and women's public toilets	Bay Ridge 95 St	R	C027	1355 - 1445	
Report Off Duty	36 St	D N R	C018	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 graffit 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				
**General Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. Clean booth windows. Remove stickers and graffiti. Wipe down Digital Ad Panels.					
*Elevator Duties Sweep, mop, disinfect, remove gum, wipe down interior and exterior panels, clean interior and exterior glass on all elevat on station. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
RESTRICTED DUTY- Public Restroom/Elevator Cleaner					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	RC#			
SC0297 Station South	1100 - 1900			277	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Tuesday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator Cleaner	Jamaica Center	ЕЈΖ	N606	1100 - 1200	
	Parsons/Archer				
**Elevator Duties EL412, EL413- see below Note- If Elevators are out of					
service, General Duties listed will be performed					
	Jamaica Center	ЕЈΖ	N606	1200 - 1300	
Close Public Toilets- see duties below	Parsons/Archer				
Open Public Toilet	Jamaica Center	ЕЈΖ	N606	1300 - 1300	
	Parsons/Archer		2760.5	1212	
**[]	Sutphin Blvd	ΕJΖ	N605	1310 - 1340	
**Elevator Duties – see below	Archer Av JFK Airport				
	Sutphin Blvd	ЕЈΖ	N605	1340 - 1520	
**General Duties – see below	Archer Av JFK		11003	13.10 1320	
	Airport				
*Close Public Toilet - See duties below	Jamaica Center	ЕЈΖ	N606	1530 - 1600	
Close I dolle Tollet - See duties below	Parsons/Archer				
Open Public Toilet	Jamaica Center	ΕJΖ	N606	1600 - 1600	
	Parsons/Archer	ЕЈΖ	N606	1600 1620	
Lunch	Jamaica Center Parsons/Archer	EJZ	Nouo	1600 - 1630	
**General Duties – see below	Jamaica Center	EJZ	N606	1630 - 1900	
Close Public Restrooms	Parsons/Archer		11000	1000 1500	
Report Off Duty	Jamaica Center	ЕЈΖ	N606	1900 -	
	Parsons/Archer				
*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- Jamaica Center Parsons/Archer					
Clean interior and exterior of EL412 and EL413. Wipe down interior and exterior panels/ledges on all levels. Clean glass					
and wipe down stainless steel. Remove gum. Sweep, mop, disinfect elevator floors and area leading to EL413. Clean behind					
walls of EL412 on street level. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
**Elevator Duties-Sutphin Archer					
Clean Interior and exterior of EL411. Clean elevator door, windows and polish stainless steel components on all levels.					
Disinfect and damp mop elevator cab floor and outside 3FT around of elevator at mezzanine, "E" platform and "J" platform					
levels. 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, sweep stair side slopes and 3FT around all street stairways. 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. Disinfect all mezzanines and N/S/B platform ends					
DESCRIPTION DATE AND A CL					
RESTRICTED DUTY- Public Restroom/ Elevator Cleaner				1	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#
SC0298 Station South	0700 - 1500			2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom. Must be Track Qualified	Jamaica 179 St	F	N343	0700 - 0930
***RTO Tower Duties- see below				
*Close Public Toilet – See duties below Note – If toilets are out of Service, General Duties listed will be performed	Jamaica 179 St	F	N343	0930 - 1000
Open Public Toilet	Jamaica 179 St	F	N343	1000 - 1000
*Station Cleaning Duties – see below	Parsons Blvd	F	N339A	1010 - 1110
Lunch	Parsons Blvd	F	N339A	1110 - 1140
*Station Cleaning Duties – see below	Sutphin Blvd	F	N338B	1150 - 1305
*Station Cleaning Duties – see below	Jamaica 179 St	F	N343	1315 - 1500
Report Off Duty	Jamaica 179 St	F	N343	1500 -
*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. Allow bathroom to dry 10 minutes before reopening **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.				
RESTRICTED DUTY- Public Restroom. Must be Track Qualified				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

# Hours			RC		
SC0299 Station South	090	2774			
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator Cleaner	75 Av	E F	N334B	0900 - 1000	
**Station Cleaning Duties – see below					
**Station Cleaning Duties – see below	Kew Gardens Union Tpke	EF	N336	1010 - 1105	
**Elevator Duties – see below Note- If Elevators are out of service, Station Cleaning Duties listed will be performed	Kew Gardens Union Tpke	EF	N336	1105 - 1150	
*Close Public Toilet Duties – see below Note- If toilets are out of service, Station Cleaning Duties listed will be performed	Forest Hills 71 Av	E F M R	N333A	1200 - 1300	
*Station Cleaning Duties – see below	Forest Hills 71 Av	E F M R	N333A	1300 - 1500	
Open Public Toilet	Forest Hills 71 Av	EFMR	N333A	1300 - 1300	
Lunch	Forest Hills 71 Av	EFMR	N333A	1500 - 1530	
*Close Public Toilet Duties – see below	Forest Hills 71 Av	EFMR	N333A	1530 - 1600	
Open Public Toilet	Forest Hills 71 Av	E F M R	N333A	1600 - 1600	
**Station Cleaning Duties	75 Av	E F	N334B	1610 - 1700	
Report Off Duty	75 Av	EF	N334B	1700 -	
*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 – Kew Gardens Clean and disinfect, interior and exterior EL432, 435, and 436. Clean elevator door windows, stainless steel cab interior door. Disinfect damp mop cab floor and in front of elevator. Remove graffiti and stickers/residue. 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. RESTRICTED DUTY- Public Restroom/ Elevator Cleaner					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0300 Station South	070	00 - 1500		2773	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator Cleaner	61 St Woodside	7	R523	0700 - 0830	
*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 *Public Toilet cleaning 0930-1000 hours Note- If public toilets out of service, General Duties listed will be performed:	61 St Woodside	7	R523	0925 - 1015	
**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 *Public Toilet cleaning 1200-1300 hours	Queensboro Plaza	7 N W	R509	1200 - 1300	
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	In the Dist	17	D 520	1400 1500	
*Public Toilet Duties- see below Note- If public toilets out of service, General Duties listed will be performed	Junction Blvd	1	R528	1400 - 1500	
Report Off Duty	Junction Blvd	7	R528	1500 -	
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap) as needed. Allow bathroom to dry 10 minutes before reopening **General Duties Wipe down all AFC equipment in control areas including OMNY validators, Clean exterior of booth windows. Remove graffiti and stickers and clean residue, Wipe windows and dust ledges, Wipe clean all public phones. Clean and mop employee facility and restroom. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap) as needed. Allow restroom to dry 10 minutes before reopening. Wipe clean stairway handrails. Wipe clean chrome top of trash receptacles. Remove bird droppings from floors. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty." ***Elevator Duties- 61st Woodside Clean and disinfect EL415, 416, 417, 418 and 419. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ***Elevator Duties- Junction Blvd.					
Clean and disinfect EL425, 426 and 427. Perform all elevator duties listed above. Sweep and disinfect overpass area. Clean and wipe down the safety edge with a dry rag from top to bottom.					
RESTRICTED DUTY- Public Restroom/ Elevator Cleaner					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Но	RC# 2773		
SC0301	Station South	0700 - 1500			
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty		Flushing Main St	7	R533	0700 - 0800
*General Duties					
	ilet at 0700 hours				
	pilets out of service,				
	sted will be performed	Flushing Main St	7	R533	0800 - 0930
*Elevator Duties-			7		
*Public Toilet Du		Flushing Main St		R533	0930 - 1000
*Elevator Duties-	see below	Flushing Main St	7	R533	1000 - 1100
Lunch		Flushing Main St	7	R533	1100 - 1130
*General Duties-		Mets-Willets Point	7	R532	1140 - 1300
	n public toilets 1200-1300 hours pilets out of service,				
	sted will be performed:				
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 -
1					
*Public Toilet Du	41				
	Vomen public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers				
	pensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti				
	ding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper				
	covers and soap as needed. Allow bathroom to dry 10 minutes before reopening				
**General Duties					
	platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe				
	uipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti,				
	er/glue residue. Clean exterior of booth windows- use water only. Deodorize the entire station upon				
	rting each station you are assigned to clean during your tour of duty.				
***E1 'D'	$M \subseteq G_{k-1}$				
***Elevator Duti	es- Main Street et EL414. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior				
nanels/ledges on	all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station.				
	stickers and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety				
	ag from top to bottom				
RESTRICTED D	UTY- Public Restroom/ Elevator Cleaner				
KESTRICTED D	O 1 1 - 1 dolle Restrooth/ Elevator Cleaner				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0302 1500 - 2300 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N103 1500 - 1730 RESTRICTED DUTY- Public Restroom/ RTO Tower/Elevator Cleaner. Must be Track Jay St Metrotech A C F Report On Duty In Full Uniform Safety Qualified *Public Toilet Duties- see below Note- If toilets are out of service, listed duties will be performed: Mon- Clean men and women's public toilets Tues to Sun- **General Duties- see below *Employee Toilet Duties- see below Jay St Metrotech A C F N103 1730 - 1800 Note- If Toilets are out of service, listed duties will be performed: Mon- Clean men and women's public toilets Tues to Sun- **General Duties- see below Jay St Metrotech A C F N103 1830 - 1900 Jay St Metrotech A C F N103 1900 - 1930 ***RTO Tower Duties- see below N103 Jay St Metrotech A C F 1930 - 2300 *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 Report Off Duty Jay St Metrotech A C F N103 2300 -*Public Toilet Duties/Employee Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. **General Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in control areas including OMNY validators. Clean booth windows. Remove stickers and graffiti. Wipe down Digital Ad Panels. *RTO Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. RESTRICTED DUTY- Public Restroom/ RTO Tower/Elevator Cleaner. Must be Track Safety Qualified

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Н	ours		RC#
SC0303	Station South	15	2766		
INSTRUCTIO	ONS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	/ In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator Cleaner.	Atlantic Av-Barclays Ctr	D N R	C009	1500 - 1600
*Public Toilet I Note- If toilets	women's public toilets Outies- see below are out of cral Duties listed will be performed				
Clean men and *Public Toilet I Note- If toilets	women's public toilets Duties- see below	DeKalb Av	B Q R	C008	1615 - 1715
Clean men and	women's public toilets	Atlantic Av-Barclays Ctr	D N R	C009	1730 - 1830
Lunch		Atlantic Av-Barclays Ctr	D N R	C009	1830 - 1900
Clean men and	women's public toilets	DeKalb Av	B Q R	C008	1915 - 2015
Clean men and	women's public toilets	Atlantic Av-Barclays Ctr	DNR	C009	2030 - 2130
Clean men and	women's public toilets	DeKalb Av	B Q R	C008	2145 - 2245
Report Off Duty	y	Atlantic Av-Barclays Ctr	DNR	C009	2300 -
(if equipped) disand stickers inc	Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers spensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti luding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper at covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
Sweep all stairs down all AFC e stickers and stic arriving and dep	platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffiti, exer/glue residue. Clean exterior of booth windows- use water only. Deodorize the entire station upon parting each station you are assigned to clean during your tour of duty.				
RESTRICTED	DUTY- Public Restroom/ Elevator Cleaner.		1		

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	RC		
SC0304 Station South	1500 - 2300			277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator Cleaner.	Coney Island Stillwell Av	DFNQ	G009	1500 - 1700
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				
Customer Service Center – Clean & mop floors, empty garbage, wipe down glass	Coney Island Stillwell Av	DFNQ	G009	1700 - 1800
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note- If Elevators are out of service, General Duties listed will be performed	Coney Island Stillwell Av	DFNQ	G009	1800 - 1930
Lunch	Coney Island Stillwell Av	DFNQ	G009	1930 - 2000
Clean men and women's public toilets Note- If toilets are out of service, **General Duties listed will be performed:	Coney Island Stillwell Av	DFNQ	G009	2000 - 2130
Clean and disinfect ELE 701 and 702 ****Elevator Duties- see below Note- If Elevators are out of service, General Duties listed will be performed	Coney Island Stillwell Av	DFNQ	G009	2130 - 2300
Report Off Duty	Coney Island Stillwell Av	D F N Q	G009	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				
***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				
RESTRICTED DUTY- Public Restroom/ Elevator Cleaner.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			RC#	
SC0305	Station South		150	0 - 2300		277
INSTRUCTI	ONS		STATION	LINE	ВООТН	HOURS
	Sunday-S	Saturday				
Report On Duty	y In Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator Cleaner.		Queensboro Plaza	7 N W	R509	1500 - 1715
Note- If public	es - see below let Duties 1530-1600 hours) toilets out of service, listed will be performed:					
*Elevator Dutie			Junction Blvd	7	R528	1730 - 1845
	Duties – see below Clean 1900 hours)		61 St Woodside	7	R523	1900 - 1930
Lunch			61 St Woodside	7	R523	1930 - 2000
**Elevator Dut	ies – see below		61 St Woodside	7	R523	2000 - 2045
*General Dutie	s– see below		61 St Woodside	7	R523	2045 - 2130
*Public Toilet	Duties – see below		Queensboro Plaza	7 N W	R509	2140 - 2230
*General Dutie	s– see below		Queensboro Plaza	7 N W	R509	2230 - 2300
Report Off Dut	у		Queensboro Plaza	7 N W	R509	2300 -
(if equipped) di and stickers inc	Duties Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirror ispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brobluding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish papeat covers and soap) as needed. Allow bathroom to dry 10 minutes before reopening	ush. Remove all graffiti per (toilet tissue, paper				
graffiti and stic employee facili restroom to dry Remove bird dr	AFC equipment in control areas including OMNY validators, Clean exterior of book kers and clean residue, Wipe windows and dust ledges, Wipe clean all public phone ity and restroom. Replenish paper (toilet tissue, paper towels, toilet seat covers and so 10 minutes before reopening. Wipe clean stairway handrails. Wipe clean chrome to roppings from floors. Deodorize the entire station upon arriving and departing each so your tour of duty.	s. Clean and damp mop oap) as needed. Allow op of trash receptacles.				
Clean and dising interior and extended elevators on state of the control of the c	aties- 61st Woodside affect EL415, EL416, EL417, EL418, EL419. Remove gum. Sweep, mop, disinfect el derior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and ation. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevators safety edge with a dry rag from top to bottom.	exterior glass on all				
RESTRICTED	DUTY- Public Restroom/ Elevator Cleaner.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0306 Station South	1500 - 2300			2773	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Thursday					
Report On Duty In Full Uniform RESTRICTED DUTY- Public Restroom/RTO Tower/Elevator Cleaner. Must be Track Qualified	Mets-Willets Point	7	R532	1500 - 1600	
*Public Toilet Duties *(Public Toilet Cleaning 1530-1600 hours) Note- If public toilets out of service, General Duties listed will be performed					
Corona Yard-Refuse	Mets-Willets Point	7	R532	1615 - 1745	
*RTO Duties					
*General Duties- see below	Junction Blvd	7	R528	1815 - 1930	
Lunch	Junction Blvd	7	R528	1930 - 2000	
****Elevator Duties Note- If public toilets out of service, General Duties listed will be performed	Junction Blvd	7	R528	2000 - 2100	
*Public Toilet Duties- see below	Flushing Main St	7	R533	2110 - 2220	
*Public Toilet Duties- see below	Mets-Willets Point	7	R532	2210 - 2300	
Report Off Duty	Mets-Willets Point	7	R532	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 **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.					
RESTRICTED DUTY- Public Restroom/RTO Tower/Elevator Cleaner. Must be Track Qualified					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Ho	Hours			
SC0307 Station South	150	00 - 2300		2773	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform RESTRICTED DUTY- RTO Tower. Must be Track Qualified	Flushing Main St	7	R533	1500 - 1700	
*RTO Tower Duties – See below					
**Station Cleaning Duties – See below	Flushing Main St	7	R533	1700 - 1900	
Lunch	Flushing Main St	7	R533	1900 - 1930	
*RTO Tower Duties	Flushing Main St	7	R533	1930 - 2130	
**Station Cleaning Duties – See below	Flushing Main St	7	R533	2130 - 2300	
Report Off Duty	Flushing Main St	7	R533	2300 -	
***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 trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIOWN CLEANING AND PAPER STOCK SUPPLIES.					
**Station General Duties Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways. Wipe down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove graffitistickers and sticker/glue residue. Clean exterior of booth windows- use water only.	i,				
RESTRICTED DUTY- RTO Tower. Must be Track Qualified					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0400 Station South		2300 - 0700		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Satu	ırday			
Report On Duty In Full Uniform.	Borough Hall	2 3	R601A	2300 -
*General Duties- see below	Borough Hall	2 3	R601A	2300 - 0100
*Major Duty - N/B & S/B Refuse Rooms - see below	Borough Hall	2 3	R601A	0100 - 0200
*Escalator Duties (ES303) - see below	Borough Hall	2 3	R601A	0200 - 0300
Lunch	Borough Hall	2 3	R601A	0300 - 0330
*Elevator Duties (EL317 & EL318) - see below	Borough Hall	2 3	R601A	0330 - 0430
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	2 3	R601A	0430 - 0600
*Light General Duties- see below	Borough Hall	2 3	R601A	0600 - 0700
Report off duty	Borough Hall	2 3	R601A	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, un 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 booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove grasticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are during your tour of duty. *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, un	derpass, and Turnstiles, FDNY Standpipe tops on all trash booth panels and all pigeon droppings affiti, stickers, and and organize supply assigned to clean			
*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 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	uerpass, and			
*Major Duty Cleaning- Refuse Room - Daily walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debriand disinfect.	Deck wash is from refuse inserts			
"**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) Shutdown and clean. Remove gum and damp mop upper and lower landings. Clean and polish exterior Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue resident overhead Annunciators."	and interior of			
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 elev Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and vedge with a dry rag from top to bottom.	rators in the station.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		lours		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 disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.					
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooms / CTA rooms, remove and discard all empty boxes.					
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	He	Hours			
SC0402 Station South	23	2300 - 0700			
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 landing Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all uring areas. Clean interior of trash receptacle base and remove stains on floor at base 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 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. Mall stairway landings. 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.	use				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	н	RC#		
SC0403 Station South	23	300 - 0700		2771
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	New Lots Av	3	R634	2300 -
*General Duties- see below	New Lots Av	3	R634	2300 - 2400
*Major Duties- see below	New Lots Av	3	R634	2400 - 0100
*General Duties- see below	Van Siclen Av	3	R633	0110 - 0210
Lunch	Van Siclen Av	3	R633	0210 - 0240
*Major Duties- see below	Van Siclen Av	3	R633	0240 - 0320
* Major Duties Floors- see below	Van Siclen Av	3	R633	0320 - 0400
* Major Duties Floors- see below	New Lots Av	3	R634	0410 - 0500
*General Duties- see below	New Lots Av	3	R634	0500 - 0700
Report Off Duty.	New Lots Av	3	R634	0700 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stains and drag marks disinfect all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooms / Scrubber rooms, remove and discard all empty boxes.				
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J00#		- Curs		KC#
SC0404 Station South	0′	700 - 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 - Emergency Stairway - see below	Clark St	2 3	R600	0820 - 0900
*Major Duty - Booth - see below	Clark St	2 3	R600	0820 - 0900
*Major Duty - AFC Equipment - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0915 - 1130
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1130 - 1200
*Elevator Duties (EL310, EL311 & EL312) -see below	Clark St	2 3	R600	1215 - 1345
*Light General Duties- see below	Clark St	2 3	R600	1345 - 1500
Report off duty	Clark St	2 3	R600	1500 -
"*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon 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 supprooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clear during your tour of duty.	ngs I oly			
*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 recepts chrome tops, clean exterior of service booth R612	acle			
(1005-1045) 3 Line @R610 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPIs, Trash recepts chrome tops, clean exterior of service booth R610	acle			
(1050-1130) R Line @C009 Clean all AFC equipment: MVMs, MEMs, Turnstiles, Metrocard Readers, OMNI equipment, HPIs, Trash recepts chrome tops, clean exterior of service booth C009	acle			
"*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 statio Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safe edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		lours		RC#
SC0405 Station South	0	700 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Borough Hall	2 3	R601A	0700 -
*General Duties- see below	Borough Hall	2 3	R601A	0700 - 0900
Perform All Listed Duties At Court St On The "R" Line	Borough Hall	2 3	R601A	0900 - 1100
*General Duties- see below				
Lunch	Borough Hall	2 3	R601A	1100 - 1130
Perform All Listed Duties At Court St On The "R" Line	Borough Hall	2 3	R601A	1130 - 1230
*Elevator Duties (EL308 & EL309) -see below				
Perform All Listed Duties At Court St On The "R" Line	Borough Hall	2 3	R601A	1230 - 1300
*Major Duty - Emergency Stairway - see below	Dogovok Holl	2 3	R601A	1300 - 1400
*Elevator Duties (EL317 & EL318) -see below	Borough Hall			
*Light General Duties- see below	Borough Hall	2 3	R601A	1400 - 1500
Report Off Duty.	Borough Hall	2 3	R601A	1500 -
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 traceptacles. 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 drag 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. *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passages. Disinfect all uning areas, ampty all trash recentureles.	rash and coppings s, and supply clean			
Disinfect all urine areas, empty all trash receptacles. *Major Duty Cleaning- Emergency Stairway - Daily				
the stairs and disinfect the emergency stairway, contact field supervision before and after task.	p down			
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 s Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the edge with a dry rag from top to bottom.	station.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	Hours		RC#	
SC0406 Station South	0700 - 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 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 & Thursday Rockaway 0930-1000. Wednesday & Saturday Saratoga 1300-1340					
Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# 0700 - 1500 SC0407 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 0700 -Pennsylvania Av R632 Report On Duty In Full Uniform. *General Duties- see below Pennsylvania Av R632 0700 - 1000 ***Major Duties: Monday & Thursday R632 1000 - 1030 Pennsylvania Av Lunch Junius St R630 1040 - 1340 *General Duties- see below ***Major Duties: Wednesday & Saturday 1350 - 1500 Pennsylvania Av R632 *General Duties- see below 1500 -Report Off Duty. Pennsylvania Av R632 **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 Pennsylvania 0930-1000 / Wed / Saturday Junius 1300-1340 Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows. *Due To Station Renovation, Junius St Station May Be Closed*

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		н	ours		RC#
SC0408 Station South		07	700 - 1500		2771
INSTRUCTIONS	5	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Full Uniform.	1	New Lots Av	3	R634	0700 -
*General Duties- see below	1	New Lots Av	3	R634	0700 - 0900
*General Duties- see below	1	Van Siclen Av	3	R633	0910 - 1100
Lunch	1	Van Siclen Av	3	R633	1100 - 1130
*General Duties- see below	7	Van Siclen Av	3	R633	1130 - 1250
****Major duties: Wednesday & Saturday					
*General Duties- see below	1	New Lots Av	3	R634	1300 - 1500
****Major duties: Monday & Thursday					
Report Off Duty.	1	New Lots Av	3	R634	1500 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas deck all stains and drag marks, pigeon droppings, feces, urine, clean an graffiti on non-painted surfaces. Wipe down all AFC equipment turnstivalidators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterious boxes. Clean mop and disinfect employee facility room and bathroom. On mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you Major duties: Monday / Thursday New Lots 1300-1320 / Wed / Saturda Clean booth interior, exterior, mop booth floor, wash walls, dust ledges	d disinfect all trash receptacle, remove all stickers, le, MVM's, gates in control areas including OMNY or windows clean all supplies room remove all empty Clean and disinfect refuse housing daily. Clean all u are assigned to clean during your tour of duty.				
*Due To Station Renovation, Pennsylvania Ave Station May Be Closed	*				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

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.

2023 STAC Summer Pick

Hours Job# SC0409 1500 - 2300 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Monday-Friday** 1500 -Clark St 2 3 R600 Report On Duty In Full Uniform Clark St 2 3 R600 1500 - 1730 *General Duties- see below 1730 - 1830 *Major Duties - see below Clark St 2 3 R600 2 3 4 5 Atlantic R610 1840 - 1910 Lunch Av-Barclays Ctr Atlantic 2 3 4 5 R610 1910 - 2130 *Major Duty - AFC Equipment - see below Av-Barclays Ctr 2 3 R600 Clark St 2140 - 2230 *Elevator Duties (EL310, EL311 & EL312) -see below 2230 - 2300 2 3 R600 *Light General Duties- see below Clark St 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

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	ŀ	Hours		RC#	
SC0409 Station South		500 - 2300		2766	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Saturday-Sunday					
Report on Duty in Full Uniform	Clark St	2 3	R600	1500 -	
*General Duties- see below	Clark St	2 3	R600	1500 - 1730	
*Major Duties - see below	Clark St	2 3	R600	1730 - 1830	
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1840 - 1910	
*General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1910 - 2130	
Performed on the Q line, From Hanson Place entrance to Barclay Center entrance, and LIRR Track Entrance					
*Elevator Duties (EL310, EL311 & EL312)-see below	Clark St	2 3	R600	2140 - 2230	
*Light General Duties- see below	Clark St	2 3	R600	2230 - 2300	
Report off duty.	Clark St	2 3	R600	2300 -	
around all street stairways including in and around elevators. Scrap all mezzanines, control areas, platforms, to 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 of 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 or rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assig during your tour of duty.	stiles, Y Standpipe on all trash panels and geon droppings stickers, and ganize supply				
*Light General Duties					
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and p Disinfect all urine areas, empty all trash receptacles.	assageways.				
*Major Duty Cleaning- Sun: Employee facility room, wash down walls and floor Sat: Clean polish and dust all AFC equipment, railings and gates in R600 control area.					
Elevator Duties Clean and Polish [EL310, EL311 & EL312] Remove gum. Sweep, mop and disinfect elevator floors. Wipe dand exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean the safety edge with a dry rag from top to bottom.	all elevators in				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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	2 3	R601A	1500 -
*General Duties- see below	Borough Hall	2 3	R601A	1500 - 1700
*General Duties- see below	Borough Hall	2 3	R601A	1700 - 1900
Perform duty at Court St on the "R"				
Lunch	Borough Hall	2 3	R601A	1900 - 1930
*Elevator Duties (EL308 & EL309) -see below	Borough Hall	2 3	R601A	1930 - 2030
Perform duty at Court St on the "R"				
*Major Duty - Emergency Stairway - see below	Borough Hall	2 3	R601A	2030 - 2100
Perform duty at Court St on the "R"	Borough Hall	2 3	R601A	2100 - 2200
*Elevator Duties (EL317 & EL318) -see below				
*Light General Duties- see below	Borough Hall	2 3	R601A	2200 - 2230
Report Off Duty.	Borough Hall	2 3	R601A	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 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 Stan Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all treceptacles. 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 dr 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. *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. *Major Duty Cleaning- Emergency Stairway - Daily Sweethe 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 stemoly and the degree with a dry rag from top to bottom.	dpipe rash and oppings s, and supply clean vays.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Hours		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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours Job# SC0412 1500 - 2300 **Station South** 2771 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Pennsylvania Av R632 1500 - 1800 Report On Duty In Full Uniform. R632 1500 -Pennsylvania Av *General Duties- see below R630 1810 - 1900 Junius St 3 *General Duties- see below R630 Junius St 1900 - 1930 Lunch *General Duties- see below Junius St R630 1930 - 2200 ****Major duties: Monday & Thursday Pennsylvania Av R632 2210 - 2300 *General Duties- see below ****Major Duties: Wednesday & Sunday 2300 -Report Off Duty. Pennsylvania Av R632 **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 chance.

Spot clean ADA Tactile as needed.

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

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Job#	Hours		RC#	
SC0413 Station South	1500 - 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 chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hou	ırs		RC#	
SC0414 Station South		2300 - 0700			2771	
INSTRUCTIONS	STA	ATION	LINE	ВООТН	HOURS	
Sunday-	Saturday					
Report On Duty In Full Uniform.	Frank	klin Av	2 3 4 5	R622	2300 -	
*General Duties- see below	Frank	klin Av	2 3 4 5	R622	2300 - 2400	
*Major Duties- see below	Frank	klin Av	2 3 4 5	R622	2400 - 0100	
*Major Duties Floors- see below	Frank	klin Av	2 3 4 5	R622	0100 - 0130	
Lunch	Frank	klin Av	2 3 4 5	R622	0130 - 0200	
*General Duties- see below	Berge	en St	2 3	R617	0210 - 0310	
*Major Duties- see below	Berge	en St	2 3	R617	0310 - 0340	
*Major Duties Floors- see below	Berge	en St	2 3	R617	0340 - 0410	
*General Duties- see below	Botan	nic Gardens	S	B010	0420 - 0500	
*Major Duties- see below	Botan	nic Gardens	S	B010	0500 - 0530	
*Major Duties Floors- see below	Botan	nic Gardens	S	B010	0530 - 0600	
*General Duties- see below	Frank	klin Av	2 3 4 5	R622	0600 - 0700	
Report off duty.	Frank	klin Av	2 3 4 5	R622	0700 -	
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines control areas and platforms deck all stain all unsanitary conditions, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, re on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all suppliboxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse I 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 durant Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooms / C discard all empty boxes. *Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirr (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl by and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish papaper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before rec Toilet @ 0700	move all stickers, graffiti including OMNY es room remove all empty tousing daily. Clean all ing your tour of duty. TA rooms, remove and ors, electric hand dryers ush. Remove all graffiti per stock (toilet tissue,					
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clear required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refus	n ADA tactile as					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			I	Hours		RC#
SC0415	Station South		2	2300 - 0700		2771
INSTRUCTIONS	S		STATION	LINE	воотн	HOURS
	S	Sunday-Saturday				
Report On Duty In	Full Uniform.		Kingston Av	3	R624	2300 -
*General Duties- see	e below		Kingston Av	3	R624	2300 - 0100
*Major Duties Floor	rs- see below		Kingston Av	3	R624	0100 - 0200
Lunch			Kingston Av	3	R624	0200 - 0230
*General Duties- see	e below		Nostrand Av	3	R623	0240 - 0340
*Major Duties- see l	below		Nostrand Av	3	R623	0340 - 0440
*Major Duties Floor	rs- see below		Nostrand Av	3	R623	0440 - 0540
*Major Duties- see l	below		Kingston Av	3	R624	0550 - 0630
*General Duties- see	e below		Kingston Av	3	R624	0630 - 0700
Report Off Duty.			Kingston Av	3	R624	0700 -
all unsanitary condit on non-painted surfa validators, HPI's. W boxes. Clean mop ar	te all handrails. Scrap all mezzanines control areas and platforms deck tions, pigeon droppings, feces, urine, clean and disinfect all trash receptaces. Wipe down all AFC equipment turnstile, MVM's, gates in control fipe down all Digital Ad Panels. Clean booth exterior windows clean and disinfect employee facility room and bathroom. Clean and disinfect p buckets at the end of tour.	stacle, remove all stickers, graffiti ol areas including OMNY all supplies room remove all empty				
Deodorize the entire	station upon arriving and departing each station you are assigned to o	clean during your tour of duty.				
Daily Major Duties: discard all empty bo	Clean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooxes.	ooms / CTA rooms, remove and				
all stairway landings	Nightly and gum from floors. Remove all stains, spills, and drag marks from post. Deck brush and disinfect gutters, sanitary bases and platform ends. Sall urine areas. Sanitize all touch points. Clean and disinfect refuse roo	Spot clean ADA tactile as				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0416 Station South	0700 - 1500			2766	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Borough Hall	4 5	R602	0700 -	
*General Duties- see below	Borough Hall	4 5	R602	0700 - 0930	
Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line. *Major Duty - Booth - see below Sun R602, Sat R601A	Borough Hall	2 3 4 5	R602	0930 - 1000	
Clean and disinfect employee facility room and toilet room	Borough Hall	4 5	R602	1000 - 1100	
Lunch	Borough Hall	4 5	R602	1100 - 1130	
*Major Duties- see below	Borough Hall	4 5	R602	1130 - 1400	
(List major duty to be performed from major duty list) *Light General Duties- see below	Borough Hall	4 5	R602	1400 - 1500	
Report Off Duty.	Borough Hall	4 5	R602	1500 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon 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 supprooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	ngs i oly				
*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	4				
Clean boo interior and exterior, mop floor, wipe down walls, and dust ledges.	oth				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours	RC#
SC0417 Station South	0700 - 1500	2766
INSTRUCTIONS	STATION LINE BOOTH	HOURS
Sunday-Satu	day	
Report On Duty In Full Uniform	Nevins St 2 3 4 5 R608	0700 -
*General Duties- see below	Nevins St 2 3 4 5 R608	0700 - 1100
*Major Duty - Booth - see below - Sun Only	Nevins St 2 3 4 5 R608	1000 - 1100
Lunch	Hoyt St 2 3 R606	1110 - 1140
*General Duties- see below	Hoyt St 2 3 R606	1140 - 1350
*Major Duty - Booth - see below - Sun Only	Hoyt St 2 3 R606	1250 - 1350
*Light General Duties- see below	Nevins St 2 3 4 5 R608	1400 - 1500
Report Of Duty	Nevins St 2 3 4 5 R608	1500 -
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 afrom all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove grasticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean a rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are during your tour of duty. *Light General Duties	FDNY Standpipe ops on all trash oth panels and il pigeon droppings fiti, stickers, and id organize supply	
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, a Disinfect all urine areas, empty all trash receptacles. *Major Duty Cleaning- Nevins Street R608 booth interior and exterior, mop floor, wipe down walls, and dust ledges.	nd passageways. Sun: Clean	
*Major Duty Cleaning- Hoyt Street R606 booth interior and exterior, mop floor, wipe down walls, and dust ledges.	Sun: Clean	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0418 Station South	0700 - 1500			2766	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0700 -	
*General Duties- see below Performed on 2/3/4/5 Local and express platforms, S/E underpass, lower mezzanine and passageway to the B/Q line, and the Wide stairway U21A-F leading to Pacific St	Atlantic	2 3 4 5	R610	0700 - 1000	
*Elevator Duties (EL304, EL305 & EL306) -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1000 - 1100	
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1100 - 1130	
*Major Duties - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1130 - 1230	
Spot mop all stains, spills, and drag marks then deodorize all areas including elevators	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1230 - 1400	
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1400 - 1500	
Report Off Duty.	Atlantic Av-Barclays Ctr	2 3 4 5	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 chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0419 0700 - 1500 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 0700 -Grand Army Plaza 2 3 R619 Report On Duty In Full Uniform Grand Army Plaza 2 3 R619 0700 - 1100 *General Duties- see below Grand Army Plaza 1000 - 1100 2 3 R619 *Major Duty - Booth - see below - Sun & Sat Only 1110 - 1140 R617 Bergen St 2 3 Lunch Bergen St 2 3 R617 1140 - 1350 *General Duties- see below Bergen St 2 3 R617 1250 - 1350 *Major Duty - Booth - see below - Sun & Sat Only Grand Army Plaza R619 1400 - 1500 2 3 *Light General Duties- see below 1500 -Report Off Duty. Grand Army Plaza 2 3 R619 *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- Grand Army Plaza R619 Sun: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges. Sat: Wash walls and floor in refuse room *Major Duty Cleaning- Bergen Street R617 Sun: Wash walls and floor in refuse room. Sat: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Ho			RC#	
SC0420 Station South	070	0 - 1500		2771	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Franklin Av	2 3 4 5	R622	0700 -	
*General Duties- see below	Franklin Av	2 3 4 5	R622	0700 - 0830	
*Public Toilet Duties- see below	Franklin Av	2 3 4 5	R622	0830 - 0900	
*General Duties- see below	Botanic Gardens	S	B010	0900 - 0950	
*General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1000 - 1120	
Lunch	Franklin Av	2 3 4 5	R622	1130 - 1200	
*Public Toilet Duties- see below	Franklin Av	2 3 4 5	R622	1200 - 1230	
*General Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1240 - 1340	
***Elevator Duties- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	1340 - 1400	
*General Duties- see below	Franklin Av Franklin Av	2 3 4 5	R622	1410 - 1500 1500 -	
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, HPl'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. Clean 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 du Daily Major Duties: Clean all Refuse housing / all Refuse rooms, supply rooms, CTA's rooms / CTA rooms, remove 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 di (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gr 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. (Open Publiclet 0700 in the event it is close). *Elevator Duties Clean and Polish [EL755, EL757, EL756] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors stills. Clean and wipe de	disinfect graffiti I empty n all aty. and ryers raffiti sue, blic or and in the	2 3 4 5			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	ŀ	Hours		
SC0421 Station South	0	700 - 1500		2771
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Sat	turday			
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 unstaked all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control are validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies to boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse house 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	remove all stickers, reas including OMNY room remove all empty sing daily. Clean all			
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	or windows			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Hours			RC#
SC0421A Station South	1500			2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Kingston Av	3	R624	1500 - 1800
Lunch	Kingston Av	3	R624	1800 - 1830
*General Duties- see below	Nostrand Av	3	R623	1840 - 2140
*General Duties- see below	Kingston Av	3	R624	2150 - 2300
Report Off Duty.	Kingston Av	3	R624	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. Major Duties Wednesday & Sunday Nostrand 2100-2140. Monday & Thursday Kingston 2220-2300 Clean Facility room & Bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours 0700 - 1500 SC0422 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 0700 -Crown Hts Utica 3 4 R626 Report On Duty In Full Uniform. Av Crown Hts Utica *General Duties- see below 3 4 R626 0700 - 0930 Av Major duties: Monday Thursday R626 0930 - 1000 Crown Hts Utica 3 4 *Public Toilet Duties- see below Crown Hts Utica 3 4 R626 1000 - 1030 Lunch Av Crown Hts Utica 3 4 R626 1030 - 1200 *General Duties- see below Αv Crown Hts Utica R626 3 4 1200 - 1300 *Public Toilet Duties- see below Av *General Duties- see below Sutter Av-Rutland R627 1310 - 1450 Rd Major Duties: Wednesday / Saturday 3 4 R626 1500 -Report Off Duty. Crown Hts Utica **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 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 chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours	RC#
SC0422A Station South	1100 - 1900	2771
INSTRUCTIONS	STATION LINE	BOOTH HOURS
Sunday-Saturday		
Report on Duty in Full Uniform	Crown Hts Utica 3 4	R626 1100 - 1200
* Elevator Duties		
*Public Toilet Duties- see below	Crown Hts Utica 3 4	R626 1200 - 1300
* Elevator Duties	Crown Hts Utica 3 4	R626 1300 - 1400
*Employee Toilet Duties- see below	Crown Hts Utica 3 4	R626 1400 - 1500
Lunch	Crown Hts Utica 3 4	R626 1500 - 1530
*Public Toilet Duties- see below	Crown Hts Utica 3 4	R626 1530 - 1630
* Elevator Duties	Crown Hts Utica 3 4	R626 1630 - 1745
*Public Toilet Duties- see below Close Public Restrooms at 1900 hours	Crown Hts Utica 3 4	R626 1745 - 1900
Report Off Duty.	1	R626 1900 -
Elevator Duties Clean and polish (EL322, EL323). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the 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.	
*Public/Employee Restroom 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 stock (toilet paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Close Putoilet 1900	graffiti tissue,	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0422 Station South	-	2766		
SC0423 Station South		1500 - 2300		276
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	4 5	R602	1500 -
*General Duties- see below Performed by R602 & R604 on the 4/5 line including the passageway leading to the 2/3 line.	Borough Hall	4 5	R602	1500 - 1800
Clean and disinfect employee facility room and toilet room	Borough Hall	4 5	R602	1800 - 1900
Lunch	Borough Hall	4 5	R602	1900 - 1930
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	4 5	R602	1930 - 2130
*Light General Duties- see below	Borough Hall	4 5	R602	2130 - 2300
Report Off Duty.	Borough Hall	4 5	R602	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon 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	gs			
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
"*Major Duty Cleaning-				
Sun: Deck wash walls, and floor in N/B refuse room, disinfect garbage bins				
Mon: Deck wash walls, and floor in S/B refuse room, disinfect garbage bins				
Tue: Deck wash walls, and floor in N/B CTA scrubber room, Organize and discard all garbage				
Wed: Deck wash walls, and floor in S/B CTA scrubber room, Organize and discard all garbage				
Thu: Clean and organize all supply rooms in station (Including rooms by R601A) Discard all garbage				
Fri: Clean and disinfect GSM/GSS/Supervisors office and restroom.				
Sat: Deck wash walls, and floor in mezzanine CTA scrubber room, Organize and discard all garbage				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	ŀ	lours		RC#
SC0423A Station South	2300 - 0700		2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	2 3 4 5	R602	2300 - 0030
*General Duties- see below	Borough Hall	2 3 4 5	R602	0030 - 0130
*Major Duty Cleaning- see below	Hoyt St	2 3 4 3	R606	0140 - 0315
*General Duties-Daily - see below		2 3	R606	0315 - 0345
Lunch	Hoyt St	2 3		0345 - 0445
*Major Duty Cleaning- see below	Hoyt St		R606	
*Light General Duties	Borough Hall	2 3 4 5	R602	0500 - 0545
*Light General Duties Report Off Duty.	Hoyt St Borough Hall	2 3 2 3 4 5	R606 R602	0600 - 0645 0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3f 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 Standp Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all tras receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels an booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon drop from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, a sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize st rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean	pipe sh id opings and upply			
*Light General Duties *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageway Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station.	ys.			
*Major Duty Cleaning- Borough Hall 4/5 Sun: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Mon: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Tue: Clean & Polish All AFC Equipment in R602 & R604 Wed: Wash, Clean & Disinfect walls and floors in S/B refuse room Thu: Wash, Clean & Disinfect walls and floors in N/B refuse room Fri: Clean & Disinfect All trash receptacles, and shine stainless steel Sat: Wash, Clean & Disinfect walls and floors in EFR & employee toilet room.				
*Major Duty Cleaning- Hoyt Street 2/3 Sun: Clean & Disinfect Around N/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Mon: Clean & Disinfect Around S/B Platform columns, benches, sandboxes, end of platforms, and trash receptacles Tue: Clean & Polish All AFC Equipment Wed: Wash, Clean & Disinfect walls and floors in S/B refuse housing Thu: Wash, Clean & Disinfect walls and floors in N/B refuse housing Fri: Clean & Disinfect All trash receptacles, and shine stainless steel Sat: Wash, Clean & Disinfect walls and floors in EFR & employee toilet room				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#	
SC0424 Station South	:	1500 - 2300		2760	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Nevins St	2 3 4 5	R608	1500 -	
*General Duties- see below	Nevins St	2 3 4 5	R608	1500 - 1700	
*General Duties- see below	Hoyt St	2 3	R606	1705 - 1915	
Lunch	Hoyt St	2 3	R606	1915 - 1945	
*Light General Duties- see below	Nevins St	2 3 4 5	R608	1950 - 2050	
Clean and disinfect employee facility room and toilet room	Nevins St	2 3 4 5	R608	2050 - 2125	
*Light General Duties- see below	Hoyt St	2 3	R606	2130 - 2250	
Report Off Duty	Nevins St	2 3 4 5	R608	2300 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			RC#	
SC0424A Station South		23	00 - 0700		2766	
INSTRUCTIONS		STATION	LINE	ВООТН	HOURS	
Sun	nday-Saturday					
Report on Duty in Full Uniform *General Duties-Daily - see below		Nevins St	2 3 4 5	R608	2300 - 0100	
*Elevator Duties EL301, EL302, EL303 -see below		Atlantic Av-Barclays Ctr	DNR	C009	0110 - 0210	
*Elevator Duties EL304, EL305, EL306 -see below		Atlantic Av-Barclays Ctr	2 3 4 5	R610	0210 - 0310	
Lunch		Nevins St	2 3 4 5	R608	0320 - 0350	
*Light General Duties - see below		Nevins St	2 3 4 5	R608	0350 - 0450	
*Elevator Duties EL301, EL302, EL303 -see below		Atlantic Av-Barclays Ctr	D N R	C009	0500 - 0555	
*Elevator Duties EL304, EL305, EL306 -see below		Atlantic Av-Barclays Ctr	2 3 4 5	R610	0555 - 0650	
Report off duty		Nevins St	2 3 4 5	R608	0700 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, a around all street stairways including around elevator. Scrap all mezzanines, control areas, pla passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipmen HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clear receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clear booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. It sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restroor rooms and scrubber room. Deodorize the entire station upon arriving and departing each statiduring your tour of duty.	tforms, underpass, and at (MVMs, Turnstiles, HPI Units, FDNY Standpipe an chrome tops on all trash a exterior booth panels and s. Remove all pigeon droppings Remove graffiti, stickers, and ans. Clean and organize supply					
*Light General Duties						
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, unbisinfect all urine areas, empty all trash receptacles. Deodorize the entire station	underpass, and passageways.					
Elevator Duties Clean and polish. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators is stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down rag from top to bottom.	n the station. Remove graffiti,					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

25 Station South 1500 - 2300				276
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1500 -
*General Duties- see below Performed on 2/3/4/5 Local and express platforms, S/E underpass, lower mezzanine and passageway to the B/Q line, and the Wide stairway U21A-F leading to Pacific St	Atlantic	2 3 4 5	R610	1500 - 1830
*Elevator Duties (EL304, EL305 & EL306) -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1830 - 1930
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	1930 - 2000
*Major Duties - see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2000 - 2100
Clean all signs on walls and columns on local and express platforms	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2100 - 2200
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2200 - 2300
Report Off Duty.	Atlantic Av-Barclays Ctr	2 3 4 5	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 chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0426 1500 - 2300 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 1500 -Grand Army Plaza 2 3 R619 Report On Duty In Full Uniform Grand Army Plaza 2 3 R619 1500 - 1700 *General Duties- see below 1710 - 1905 Bergen St 2 3 R617 *General Duties- see below 2 3 R617 1905 - 1935 Bergen St Lunch Eastern Pkwy 2 3 R621 1945 - 2145 *General Duties- see below Brooklyn Museum Bergen St R617 2150 - 2220 2 3 *Light General Duties- see below 2230 - 2300 Grand Army Plaza 2 3 R619 *Light General Duties- see below 2 3 R619 2300 -Report Off Duty. Grand Army 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 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 chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	He	ours		RC#
SC0427 Station South	15	00 - 2300		2771
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Franklin Av	2 3 4 5	R622	1500 -
*General Duties- see below	Franklin Av	2 3 4 5	R622	1500 - 1530
*Public Toilet Duties- see below	Franklin Av	2 3 4 5	R622	1530 - 1600
*General Duties- see below	Franklin Av	2 3 4 5	R622	1600 - 1800
Lunch	Franklin Av	2 3 4 5	R622	1800 - 1900
*General Duties- see below	Botanic Gardens	S	B010	1900 - 2000
Major duties: Monday & Thursday				
*General Duties- see below	Franklin Av	2 3 4 5	R622	2000 - 2300
Major duties: Wednesday & Sunday				
Report off duty.	Franklin Av	2 3 4 5	R622	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary condit deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all srigraffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clemops, 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 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 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 (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 stock (toilet paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. Close P Toilet @ 1900.	tickers, OMNY all empty ean all duty. duty. dryers graffiti tissue,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Но	urs		RC#
SC0428 Station South	150	00 - 2300		277]
INSTRUCTIONS	STATION	LINE	ВООТН	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.	e			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#	
SC0429 Station South	2300 - 0700			277	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	President St	2 5	R635	2300 -	
*General Duties- see below	President St	2 5	R635	2300 - 2400	
*Major Duties- see below	President St	2 5	R635	2400 - 0030	
*Escalator Duties [ESC#304] - see below	President St	2 5	R635	0030 - 0100	
*General Duties- see below	Sterling St	2 5	R636	0105 - 0200	
*Major Duties- see below	Sterling St	2 5	R636	0200 - 0230	
*Major Duties Floors- see below	Sterling St	2 5	R636	0230 - 0300	
Lunch	Sterling St	2 5	R636	0300 - 0330	
*General Duties- see below	Winthrop St	2 5	R637	0340 - 0445	
*Major Duties- see below	Winthrop St	2 5	R637	0445 - 0545	
*Major Duties Floors- see below	Winthrop St	2 5	R637	0545 - 0615	
*Major Duties Floors- see below	President St	2 5	R635	0620 - 0700	
**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, HPl'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. Daily Major duties: Clean all refuse housing/ all refuse rooms, supply rooms, CTA rooms/scrubber rooms, remove and discard all empty boxes. Escalator Duties- Contact E&E prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean (ESC#304). Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead annunciators. Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mo all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as		2 5	R635	0700 -	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0430 Station South	2300 - 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 -	
non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour.					
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
***Elevator Duties Clean and Polish [EL319] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
*Public Restroom Duties- If restrooms are out of service, listed General Duties will be performed. Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Open public toilet 0700hours					
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.					
Refuse Room Nightly- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect					
**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Morall stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#]	Hours		RC#
SC0431 Station South	(0700 - 1500		277
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 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 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.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

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Job#			Hours		RC#
SC0432	Station South		0700 - 1500		277
INSTRUCTION	\mathbf{S}	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty In	Uniform.	Church Av	2 5	R639	0700 -
*General Duties- so	ee 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- so	ee below	Beverly Rd	2 5	R641	1040 - 1240
Major duties: Wedr	nesday & Sunday				
*General Duties- so	ee below	Church Av	2 5	R639	1250 - 1500
Major duties: Mon	day & Thursday				
Report Off Duty.		Church Av	2 5	R639	1500 -
deck all stains and graffiti on non-pair validators, HPI's. V boxes. Clean mop a mops, empty all mare assigned to clea	pe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, atted 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 op buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you an during your tour of duty. The same of t				
Clean and Polish [l panel/ledges on all Remove graffiti, st	ELE320 & 321] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. ickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety g from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0432A	Station South		2300 - 0700		277
INSTRUCTION	\mathbf{s}	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty In *General Duties- se		Church Av	2 5	R639	2300 - 0100
*General Duties- se	ee below	Beverly Rd	2 5	R641	0100 - 0300
Lunch		Church Av	2 5	R639	0310 - 0340
*General Duties- se	ee below	Church Av	2 5	R639	0340 - 0700
Report Off Duty.		Church Av	2 5	R639	0700 -
deck all stains and stickers, graffiti on OMNY validators, all empty boxes. C Clean all mops, em Daily Major duties boxes Elevator Duties Clean and polish (I panels/ledges on al Remove graffiti, st	pe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, drag marks, pigeon droppings, feces, urine, empty clean and disinfect all trash receptacle, remove all 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 lean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. apty all mop buckets at the end of tour. Clean all refuse housing/all Refuse rooms, CTA rooms/, Scrubber rooms, Remove and discard all empty EL320, EL 321). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior I levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. ickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety g from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0432B Station South		1500 - 2300		2771
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *General Duties- see below	Church Av	2 5	R639	1500 - 1800
Lunch	Church Av	2 5	R639	1800 - 1830
*General Duties- see below	Beverly Rd	2 5	R641	1840 - 2140
*General Duties- see below	Church Av	2 5	R639	2150 - 2300
Report Off Duty.	Church Av	2 5	R639	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major duties: Wednesday /Sunday Beverly Rd 1900-1940 Monday/ Thursday Church Ave 1620-1700 Clean Facility room & bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair. Elevator Duties Clean and polish (EL320, EL 321). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0433 Station South		1500 - 2300		277
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Church Av	2 5	R639	1500 -
*General Duties- see below	Church Av	2 5	R639	1500 - 1730
Major duties: Monday/ Thursday				
***Elevator Duties- see below	Church Av	2 5	R639	1730 - 1800
Lunch	Church Av	2 5	R639	1800 - 1830
*General Duties- see below	Beverly Rd	2 5	R641	1840 - 2140
Major duties: Wednesday/Sunday				
*General Duties- see below	Church Av	2 5	R639	2150 - 2300
Report off duty.	Church Av	2 5	R639	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary c deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas incluvalidators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remboxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each are assigned to clean during your tour of duty. Major duties: Monday/ Thursday Church Ave 1620-1700. Wednesday /Sunday Beverly Rd 1900-1940 Clean Facility room & bathroom disinfect and mop floors, clean refrigerator, microwave, refrigerator rack, Qu	all stickers, iding OMNY nove all empty y. Clean all station you			
Cooler, table bench/chair. Elevator Duties Clean and Polish [ELE320, ELE321] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down inte exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elestation. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and safety edge with a dry rag from top to bottom.	evators in the			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0434 Station South	070		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		10.5	D.645	0000 0020
***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 Major Duties: Wednesday / Saturday	Newkirk Av	2 5	R643	1310 - 1450
General Duties- Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major duties: Flatbush Avenue Monday / Thursday 0830-0900 Newkirk Avenue Wednesday / Saturday 1400-1430 Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterior windows. *Public Restroom Duties- If restrooms are out of service, listed general Duties will be performed. Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. (Open Public toilet 0700 in the event it is close). Allow bathroom to dry 10 minutes before reopening. *RTO Facilities Duties- Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunchroom, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats. Clean and disinfect toilets, wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Cl	Flatbush Av Brooklyn College	2 5	R645	1500 -
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.	1			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0435 Station South		1500 - 2300		2771
INSTRUCTIONS	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: Monday/ Wednesday				
*General Duties- see below	Winthrop St	2 5	R637	1735 - 1940
Major duties: Friday				
Lunch	Winthrop St	2 5	R637	1940 - 2010
*General Duties- see below	President St	2 5	R635	2015 - 2215
Major duties: Friday				
*General Duties- see below	Sterling St	2 5	R636	2200 - 2300
Report Off Duty.	Sterling St	2 5	R636	2300 -
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, pigeon droppings, feces, urine, clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room and bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major duties: Monday/ Wednesday Sterling 1600-1630. Winthrop 1800-1830. President Friday 2100-2130. Clean facility room refrigerator, microwave, refrigerator rack, Quench water cooler, table bench/chair, mop floor.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Ho	urs		RC#	
SC0436	Station South	150	00 - 2300		277	
INSTRUCTION	\mathbf{S}	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty in	Full Uniform.	Flatbush Av Brooklyn College	2 5	R645	1500 -	
*General Duties- s	ee below	Flatbush Av Brooklyn College	2 5	R645	1500 - 1600	
*General Duties- s	ee 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- s	ee below	Flatbush Av Brooklyn College	2 5	R645	1920 - 2130	
*Elevator Duties [1	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.		Flatbush Av Brooklyn College	2 5	R645	2300 -	
**General Duties						
Sweep all stairs wi	pe all handrails.					
around all street stadisinfect all stairwa validators. Wipe do areas (3 ft.). Empty Remove all stains, disinfect gutters, sa interior of trash rec Remove graffiti, st housings. Clean El	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. Polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNS own all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside y, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and anitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean ceptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. ickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse FR and employee restrooms.	;				
and exterior panel/ the station. Remov the safety edge wit Major Duty Facilit	EL319, EL382 & EL383] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators is e graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down a dry rag from top to bottom. y 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	wn				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Ho	ours		RC#	
SC0436A Station South	230	2300 - 0700		277	
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	
*General Duties Sweep all stairs wipe all handrails. Clean and disinfect EL319 mop floor, wipe Elevator Walls. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti on non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validators, HPI's. Wipe down all Digital Ad Panels Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Elevator Duties Clean and polish (ELE 319). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. *Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Open public toilet 0700hours Major duties Daily Clean, mop and disinfect public toilets. Refuse room clean all inserts bucket wash refuse room floor. RTO Sweep, clean, mop floors and empty trash receptacles	Flatbush Av Brooklyn College	2 5	R645	0700 -	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0437 Station South	2300 - 0700			277.	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Flushing Main St	7	R533	2300 -	
**General Duties – Daily	Flushing Main St	7	R533	2300 - 0130	
***RTO Facilities Duties	Flushing Main St	7	R533	0130 - 0245	
Lunch	Flushing Main St	7	R533	0245 - 0315	
*Major Duty Cleaning	Flushing Main St	7	R533	0315 - 0345	
*Station Cleaning Duties- Office/Facilities	Flushing Main St	7	R533	0345 - 0415	
**General Duties – Daily	Flushing Main St	7	R533	0415 - 0700	
Report Off Duty.	Flushing Main St	7	R533	0700 -	
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. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on all trash receptacles. Dust memove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stalandings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Deall urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departin station you are assigned to clean during your tour of duty.	Vipe Introl Inop and Inipiral airway Isinfect Inipiral all It refuse				
*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 erchemical 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 adjacen walls. Remove all stickers. Thurs: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R534 leading to all street level stairway 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. Cledisinfect chairs in seating area. Wipe down all digital screens	mpty t tile ys.				
. ***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. E trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST P 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 entities toilet inside of office. Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remograffiti 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 including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can sweep mop and disinfect floors. Wipe down Fire Exting	ic hand ove all (toilet				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down 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). Deodorize the entire station.

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Job#		Ho	urs		RC#	
SC0437A Station South		2300 - 0700			2773	
INSTRUCTIONS	S	STATION	LINE	ВООТН	HOURS	
	Sunday-Saturday					
Report On Duty In Uniform.	F	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	F	Flushing Main St	7	R533	2400 - 0100	
*Escalator Duties[ESC#457] see below	F	Flushing Main St	7	R533	0100 - 0200	
Lunch	F	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:		ackson Hts Roosevelt Av	EFMR	N324	0245 - 0345	
*Escalator Duties[ESC#452] see below		ackson Hts Roosevelt Av	EFMR	N324	0345 - 0445	
*Escalator Duties[ESC#453] see below	R	ackson Hts Roosevelt Av	EFMR	N324	0445 - 0545	
*Escalator Duties[ESC#449] see below	R	ackson Hts Roosevelt Av	EFMR	N324	0545 - 0645	
Report Off Duty.	F	Flushing Main St	7	R533	0700 -	
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shute	lown and restart, (212) 424-4497					
Shutdown and clean ESC# 455, 456, 457, 449, 451, 452, 453. Remove gum and polish exterior and interior of Escalator panels. Clean adjacent tile walls. R sticker/glue residue from handrails, panels and overhead Annunciators.						
*General Duties-Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, around all street stairways including outside areas around ESC#455, 456, 457. platforms, underpass, and passageways. Wipe down & disinfect all stairway har (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. disinfect and clean chrome tops on all trash receptacles. Remove all stains, spill booth trash, clean exterior booth panels and booth windows (use water only). Disanitary bases. Remove all pigeon droppings from all railings, stairways, platfor and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all tou restrooms. Deodorize the entire station upon arriving and departing each station of duty.	Scrap all mezzanines, control areas, adrails. Clean and polish AFC equipment Wipe down all digital ad panels. Empty, s and drag marks on floor areas. Empty isinfect all urine areas, disinfect gutters and m and outside areas (3 ft.) Clean all ledges ch points. Clean EFR and employee					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours				
SC0437B	Station South		2300 - 0700			2773	
INSTRUCTIO	NS	STAT	ION	LINE	воотн	HOURS	
	Sunday	y-Saturday					
Report On Duty	In Uniform.	Flushir	ng Main St	7	R533	2300 - 2400	
	s [ESC#455]- see below r(s) are out of service, listed General Duties will be performed						
	s[ESC#456]- see below	Flushir	ng Main St	7	R533	2400 - 0100	
*Escalator Duties	[ESC#457] see below	Flushir	ng Main St	7	R533	0100 - 0200	
Lunch		Flushir	ng Main St	7	R533	0200 - 0230	
	s [ESC#451]- see below r(s) are out of service, listed rill be performed:	Jackson Roosev		EFMR	N324	0245 - 0345	
	s[ESC#452] see below	Jackson Roosev		EFMR	N324	0345 - 0445	
*Escalator Duties	s[ESC#453] see below	Jackso: Roosev	velt Av	EFMR	N324	0445 - 0545	
*Escalator Duties	s[ESC#450] see below	Jackson Roosev	velt Av	EFMR	N324	0545 - 0645	
Report Off Duty.		Flushir	ng Main St	7	R533	0700 -	
**Escalator Dutie	es- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart,	(212) 424-4497					
and polish exterio	ean ESC# 455, 456, 457, 450, 451, 452, 453. Remove gum and damp mop upper and interior of Escalator panels. Clean adjacent tile walls. Remove all accession from handrails, panels and overhead Annunciators.						
around all street splatforms, underp (MVMs, Turnstile disinfect and clear booth trash, clear sanitary bases. Re and benches. Ren	or unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and stairways including outside areas around ESC#455, 456, 457. Scrap all mezzanious, and passageways. Wipe down & disinfect all stairway handrails. Clean and es, HEETs/HXT) in control areas including OMNY validators. Wipe down all dun chrome tops on all trash receptacles. Remove all stains, spills and drag marks in exterior booth panels and booth windows (use water only). Disinfect all urine a semove all pigeon droppings from all railings, stairways, platform and outside arounce graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean is prize the entire station upon arriving and departing each station you are assigned	nes, control areas, polish AFC equipment igital ad panels. Empty, on floor areas. Empty areas, disinfect gutters and eas (3 ft.) Clean all ledges EFR and employee					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

SC0429	Station Sauth	220			2772
SC0438	Station South	230	0 - 0700		2773
INSTRUCTIO	NS	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty I	n Uniform.	Mets-Willets Point	7	R532	2300 -
*General Duties-	see below	Mets-Willets Point	7	R532	2300 - 0030
*Major Duty Clea	aning- 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 Clea	aning- see below	111 St	7	R530	0430 - 0515
**Major Duties -	Floors	111 St	7	R530	0515 - 0615
*General Duties- *Open public toil		Mets-Willets Point	7	R532	0620 - 0700
Report Off Duty.		Mets-Willets Point	7	R532	0700 -
Turnstiles, HEET droppings from al receptacles. Dust floors. Mop all st tactile as required trash receptacle. Clean and disinfe arriving and depa *Major Duty Clea Sun/Tue: Platform	n Cleaning: Deck wash platforms areas around trash receptacles, benches, HPI/CAI, sandboxes and canister				
chrome tops. Wip Mon/Thu: Stairwa Wed: Tile/Concre stairways. Remov Fri: Stairways- Br	ays – Bucket Wash all street level stairways. Clean adjacent tile walls or hand rails. Remove all stickers. It wash lower portion of walls in mezzanine and walls leading to all platform and street respit, shoe marks, grime and dust build-up. Wipe window/ledges. Lucket Wash all stairway to the platform. Clean adjacent tile walls or hand rails. Remove all stickers. Ling-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect				
Remove dust ball	s and gum from floors. Damp mop platform and mezzanine floors. Mop all stairway landings. Deck brush ers, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0439 Station South	230	00 - 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 stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (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. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas of the Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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. Wed: Tile/Concrete Walls-Bucket wash lower	h				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job# SC0439A Station South		Hours 2300 - 0700		RC# 2773
			рости	
INSTRUCTIONS Sunday-Saturday	STATION	LINE	ВООТН	HOURS
Report On Duty In Uniform.	Junction Blvd	7	R528	2300 - 0100
*General Duties- see below				
**Elevator 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 ar station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks or floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outsic deares ft). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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 to dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls	in (3)			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0440 Station South	2300 - 0700			2773	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2300 -	
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	2300 - 0130	
*Major Duty Cleaning- see below	Jackson Hts Roosevelt Av	E F M R	N324	0130 - 0230	
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	0230 - 0300	
*Major Duty Cleaning- see below	Jackson Hts Roosevelt Av	E F M R	N324	0300 - 0500	
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0500 - 0700	
Report off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -	
*General Duties-Daily All duties performed on 7 Line/Broadway-74 Street) Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including bus loading areas. Scrap all '7' Line mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles including bus loading area. Remove all stains, spills and drag marks on floor areas. Empty N324 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all '7' Line railings and stairways. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Sweep, mop disinfect EL420 and EL423. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each area you are assigned to clean during your tour of duty. *Major Duty Cleaning- Weekly (All duties performed on 7 Line/Broadway-74 Street) Tue/Thu: 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. Sun/Wed/Fri: Escalator Duties – See below Mon/Sat: Refuse Room SB Platform- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. *Major Duty - Daily *Clean and disinfect '7' Passageway- (Area @ top of ES451/449/450 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.	ve				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0441 Station South	23	300 - 0700		2773	
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					
*Major Duty Cleaning- see below	61 St Woodside	7	R523	0200 - 0230	
Lunch	61 St Woodside	7	R523	0230 - 0300	
**Major Duties- Floors	61 St Woodside	7	R523	0300 - 0330	
*General Duties- see below	69 St	7	R524	0340 - 0500	
*Major Duty Cleaning- see below	69 St	7	R524	0510 - 0540	
*Major Duties- Floors	69 St	7	R524	0540 - 0620	
*General Duties- see below	61 St Woodside	7	R523	0630 - 0700	
Report Off Duty.	61 St Woodside	7	R523	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. *Major Duty Cleaning- Sun: Platform 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 brid droppings. Disinfect inside of all SB trash receptacles in mezzanine: Spot mop floor in all staires, spills and stains 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 all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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	S.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.

Job#

housing.

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Hours

RC#

J00#		222 2722		KC#
SC0442 Station South	2	300 - 0700		277.
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	46 St Bliss St	7	R519	2300 -
*General Duties- see below	46 St Bliss St	7	R519	2300 - 0100
*Major Duty Cleaning- see below	46 St Bliss St	7	R519	0100 - 0145
*Major Duty-Floors	46 St Bliss St	7	R519	0145 - 0230
Lunch	46 St Bliss St	7	R519	0230 - 0300
*General Duties- see below	52 St	7	R521	0310 - 0510
*Major Duty Cleaning- see below	52 St	7	R521	0510 - 0550
*Major Duty-Floors	52 St	7	R521	0550 - 0620
*General Duties- see below	46 St Bliss St	7	R519	0620 - 0700
Report Off Duty.	46 St Bliss St	7	R519	0700 -
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-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 47th St and 53rd entrances. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from plastic covering and/or vinyl decals in mezzanine. Wipe clean exterior booth window and deal tray. Tue: Platform Cleaning: Deck wash lower porti				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0443 Station South	230	00 - 0700		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report on duty in full uniform.	Queensboro Plaza	7 N W	R509	2300 -
*General Duties/Major Duty Floors- see below	Queensboro Plaza	7 N W	R509	2300 - 2400
***RTO Facilities Duties	Queensboro Plaza	7 N W	R509	2400 - 0100
*Major Duty Cleaning- see below	Queensboro Plaza	7 N W	R509	0100 - 0200
Lunch	Queensboro Plaza	7 N W	R509	0200 - 0230
**General Duties- see below	33 St-Rawson St	7	R516	0240 - 0400
*Major Duty Cleaning- see below	33 St-Rawson St	7	R516	0400 - 0450
*Major Duty Floors see below	33 St-Rawson St	7	R516	0450 - 0550
*General Duties- see below (Open public toilet at 0700 hours)	Queensboro Plaza	7 N W	R509	0600 - 0700
Report Off Duty.	Queensboro Plaza	7 N W	R509	0700 -
around all street stairways including north & south overpass. Scrap all mezzanines, control areas, platforms, upassageways. Remove bread crumbs/bird feed observed on station. Wipe down & disinfect all stairway handra polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth traexterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanit Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges at Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom 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, sandbox	ails. Clean and down all and clean sh, clean tary bases. nd benches. ns. Deodorize			
housings to remove stains, drag marks, spills and bird droppings. Remove bread crumbs/bird feed observed. Description 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 Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from 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, sandboxed housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles in chrome tops. Wipe top dry. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform 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 at Wipe clean stairway handrails. CIC Information Center: Remove graffiti/stickers and graffiti/glue residue from 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 dropstains.	and stains. In plastic s and canister Including and street Ind stains. In plastic ping and			
Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and di housing. ***RTO Facilities Duties	and nels. Empty all			
Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platformezzanine floors and around benches and trash receptacles. Mop all stairway landings. Deck brush and disinfantiary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all tou	fect gutters,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

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 -
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 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 resid 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. Remo all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Pick up supplies for Vermon Jackson/Courthouse Sq fre Hunters point. Tue/Thu: Bird Dropping/Gum Removal: Deck brush all areas of the mezzanine and stairways leading to '7' platforms to remove bird dropping, dirt, grime, stains and dust build-up. Remove gum from platform stairways. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls and glass panels in R508 (Manhattan) mezzanine leadit	r due.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours		RC#		
SC0444A Station South	2300 - 0700			2773	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	21111011	211 (2	200111	110 0110	
Report On Duty In Uniform.	40 St Lowery St	7	R518	2300 - 0100	
Report On Duty in Children.	40 St Lowery St	'	K516	2300 - 0100	
*General Duties/Major Duty Floors- see below					
*Major Duty Cleaning- see below	40 St Lowery St	7	R518	0100 - 0200	
Lunch	40 St Lowery St	7	R518	0200 - 0230	
*General Duties- see below	Hunters Point Av	7	R507	0245 - 0400	
*Major Duty Cleaning- see below	Hunters Point Av	7	R507	0400 - 0500	
*Major Duty Floors- see below	Hunters Point Av	7	R507	0500 - 0550	
*General Duties- see below	40 St Lowery St	7	R518	0605 - 0700	
Report Off Duty.	40 St Lowery St	7	R518	0700 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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. Wed: Tile/Concrete Walls-Bucket was	3				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0445 Station South	0700 - 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	
*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 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all R534 mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Mop clean EL414. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duties - (Daily) Disinfect mezzanine- Deck brush all areas of the mezzanine gutter wall to remove scuff marks, dirt and grime. Wipe clean all street and mezzanine stairway handrails in R534 mezzanine. Refuse Room-Sweep clean and disinfect room. Scrubber/Supply Room- Clean and organize R534 scrubber & supply rooms. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Spot clean ADA Tactile as needed. Deck brush and disinfect all gutter/sanitary bases in R534 mezzanine areas. **Major Duty Cleaning- (Weekly) Sun: Clean booth R534 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Clean deal tray.					
Tue: Trash Receptacles: Wipe clean and disinfect all trash receptacles including inside of chrome tops. Thurs/Sat: Refuse Room: Deck wash walls and floor. Wipe down fire extinguisher. Discard all debris and empty boxes. Remove loose debris from from inserts. Disinfect room. Wipe down Fire Extinguishers.					
*Public Toilet Duties - Close & Clean 1200-1300 hours Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.					
*Public Toilet Duties - Close & Clean 1200-1300 hours Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towals toilet seet account agency of seep as moded. Allow both room to dry 10 minutes before recogning.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Pick Effective Date: 2023 STAC Summer Pick 7/16/2023

Hours

Job# SC0446 0700 - 1500 **Station South** 2773 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 0700 -Flushing Main St R533 Report On Duty In Uniform. Flushing Main St R533 0700 - 0900 *General Duties Daily- see below R533 0900 - 1100 Flushing Main St *Major Duties Daily- see below Flushing Main St R533 1100 - 1130 *Major Duty Cleaning - see below Flushing Main St R533 1130 - 1200 Lunch Flushing Main St R533 1200 - 1245 *RTO Tower Duties - see below R533 1245 - 1500 Flushing Main St *General Duties Daily- see below R533 1500 -Report Off Duty. Flushing Main St "*General Duties- (Daily) Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all R533 mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Mop clean EL414. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duties - (Daily) Disinfect mezzanine- Deck brush all areas of the mezzanine gutter wall to scuff marks, dirt and grime. Wipe clean all street and platform stairway handrails in R533 mezz. Scrubber Room- Clean and organize R533 scrubber rooms including platform scrubber rooms. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Spot clean ADA Tactile as needed. Deck brush and disinfect all gutter/sanitary bases in R533 mezzanine areas. "*Major Duty Cleaning- (Weekly) Sun: Booth- Clean booth R533 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Clean deal tray. Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Tile/Concrete Walls: Bucket Wash lower portion of mezzanine walls. Remove spit and shoe marks. *RTO Tower Duties: Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0447 Station South	070	0 - 1500		2773
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Mets-Willets Point	7	R532	0700 -
*General Duties- see below	Mets-Willets Point	7	R532	0700 - 0915
*Open public toilets at 0700 hours				
* RTO Duties – see below Corona Yard-Refuse	Mets-Willets Point	7	R532	0930 - 1030
*Major Duty Cleaning – see below	Mets-Willets Point	7	R532	1045 - 1115
Lunch	Mets-Willets Point	7	R532	1115 - 1145
*General Duties – see below	103 St-Corona Plaza	7	R529	1155 - 1300
*Major Duty Cleaning – see below	103 St-Corona Plaza	7	R529	1300 - 1345
*Major Duties Floors	103 St-Corona Plaza	7	R529	1345 - 1425
*General Duties – see below	Mets-Willets Point	7	R532	1435 - 1500
Report Off Duty.	Mets-Willets Point	7	R532	1500 -
around all street stairways including the 'Grand' stairways leading to R532H. Scrap all mezzanines, control areas, platform underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pig 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 mezza floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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 poin 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.	geon trash anine of nts.			
*Major Duty Cleaning- Sun: Booth- Clean R532 & R529 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges includ Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Cleal 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	Clean			
Remove dust balls and bird droppings from floors. Remove all stains, spills, and drag marks from platform and mezzan floors and around benches and trash receptacles. Mop all stairway landings. Deck brush and disinfect gutters, sanitary land 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, lo room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty particles are cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO M PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	anels.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours 0700 - 1500			RC#		
SC0448 Station South				2773		
INSTRUCTIONS	STATION	LINE	воотн	HOURS		
Sunday-Saturday						
Report On Duty In Full Uniform.	82 St-Jackson Hts	7	R526	0700 -		
*General Duties- see below	82 St-Jackson Hts	7	R526	0700 - 0930		
* Major Duty Cleaning – see below	82 St-Jackson Hts	7	R526	0930 - 1030		
*Major Duties - Floors	82 St-Jackson Hts	7	R526	1030 - 1100		
Lunch	82 St-Jackson Hts	7	R526	1100 - 1130		
*General Duties- see below	111 St	7	R530	1140 - 1300		
* Major Duty Cleaning – see below	111 St	7	R530	1300 - 1345		
*Major Duties - Floors	111 St	7	R530	1345 - 1415		
*General Duties- see below	82 St-Jackson Hts	7	R526	1425 - 1500		
Report Off Duty.	82 St-Jackson Hts	7	R526	1500 -		
*General Duties Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanines, control areas platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove 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 ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at bas of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire statior upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth- Clean booth R526 & R530 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Tue/Thu: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash NB platform around trash receptacles,	all n e					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#		0500 1500			
SC0449 Station South	070	0700 - 1500			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturd	lay				
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	
*Major Duties - Floors	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 -	
around all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanin platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish A (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clear all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stair of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Saniti points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning-	FC equipment panels. Remove all n chrome tops on om platform and n ends. Spot clean as on floor at base ize all touch				
Sun: Booth- Clean booth R527 & R528 and interior and exterior. Sweep and mop floor, wash walls, dust including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbag debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and leading to all platforn 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 t remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacle chrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacle chrome tops. Wipe top dry	ge. Remove all m and street o platform to and canister les including nd canister				
*Major Duty Floors Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mez around benches and trash receptacles. Mop all stairway landings. Deck brush and disinfect gutters, sanitar platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0450 Station South		0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0700 - 0900
*Major Duty (Daily)- see below	Jackson Hts Roosevelt Av	E F M R	N324	0900 - 1130
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	1130 - 1200
*Major Duty Cleaning - see below	Jackson Hts Roosevelt Av	E F M R	N324	1200 - 1300
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1300 - 1500
Report Off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -
*General Duties-Daily (All duties 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, underpa and passageways. Wipe down & disinfect all stairway handrails. 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 windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove a stains, spills and drag marks on floor areas. Empty N324 booth trash, clean exterior booth panels and booth windows (u water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all '7' Lin railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker residue. Sanitize all touch points. Clean EFR and employee 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" 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 droppi 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" SB '7' platform. Wipe clean chrome rims and tops on all trash receptacles. Thu: Stairways- Deck brush/Mop SB platform 'P' stairways, landings and	on on angs. on			
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. Rer 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 graf & stickers. Remove gum from ES449, ES450 landings.	fiti			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0451 Station South	0700 - 1500			2773	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	0700 -	
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	0700 - 0900	
*Major Duty (Daily)- see below	Jackson Hts Roosevelt Av	EFMR	N324	0900 - 1130	
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1130 - 1200	
*Major Duty Cleaning - see below	Jackson Hts Roosevelt Av	E F M R	N324	1200 - 1300	
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	1300 - 1500	
Report Off Duty.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -	
*General Duties-Daily (All duties are performed on E/F/M/R Lines-Roosevelt Ave) 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, FDN Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all NB, SB and midd mezzanine trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty N324 booth trash, clean ext booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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. C deal tray. Tue/ Thu: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from "graffiti-free and digital ad-pan on NB platform. Wipe clean chrome rims and tops on all trash receptacles. Remove dust balls and gum from NB platfor 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-pan	dle erior e all Clean nels" rm				
***RTO Tower Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels.					
*Major Duty - Daily 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 remo 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 brus handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area.	sh				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#	nouis			KC#		
SC0452 Station South	07	0700 - 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.	69 St	7	R524	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 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 SB trash receptacles including chrome tops. Wipe top dry. *Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and recognized floors and around benches and trash receptacles. More all stains, spills, and drag marks from platform and recognized floors. Peack brush and disinfect gutters.						
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Hours		RC#
SC0453 Station South		(0700 - 1500		277
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 -
Remove all stains, spills and drag marks o (use water only). Disinfect all urine areas, railings, stairways, platform and outside ar residue. Sanitize all touch points. Clean El	station signs. Empty, disinfect and clean chrome tops on all trash receptacles. In floor areas. Empty booth trash, clean exterior booth panels and booth windows disinfect gutters and sanitary bases. Remove all pigeon droppings from all leas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue FR and employee restrooms. Disinfect all urine areas on station and in front of the station. Deodorize the entire station upon arriving and clean during your tour of duty."				
including Halon Sensors and Fire Extinguidebris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wasl stairways. Remove spit, shoe marks, grime Tue/Thu: Bird Dropping Removal: Deck bremove bird dropping and stains. Wipe har Wed: Platform Cleaning: Deck wash SB phousings to remove stains, drag marks, spitchrome tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platering in the plat	rush all areas of the mezzanine and stairway handrails leading to platform to				
	s from floors. Remove all stains, spills, and drag marks from platform and trash receptacles. Mop all stairway landings. Deck brush and disinfect gutters,				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0454 Station South	070	00 - 1500		2773
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Queensboro Plaza	7 N W	R509	0700 -
*General Duties- see below	Queensboro Plaza	7 N W	R509	0700 - 0900
**RTO Facilities Duties- see below	Queensboro Plaza	7 N W	R509	0900 - 0945
*Major Duties - (Daily)- see below *Major Cleaning from (1030-1100)	Queensboro Plaza	7 N W	R509	0945 - 1100
Lunch	Queensboro Plaza	7 N W	R509	1100 - 1130
*General Duties- see below	Hunters Point Av	7	R507	1140 - 1240
Major Duties - (Daily)- see below *Major Duty Cleaning (1240-1310)	Hunters Point Av	7	R507	1240 - 1400
*General Duties- see below	Queensboro Plaza	7 N W	R509	1410 - 1500
Report Off Duty. *General Duties-Daily	Queensboro Plaza	7 N W	R509	1500 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Sc around all street stairways including north & south overpass. Scrap all mezzanines, control areas, platforms, under 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 Stains, spills and drag marks on floor areas. Empty, disinfect and clean chrome tops on all trash receptacles. Restains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railing stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/g Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departation you are assigned to clean during your tour of duty.	erpass, and ess, Standpipe emove all (use water gs, glue residue.			
*Major Duties - (Daily) Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform mezzanine floors and around benches and trash receptacles. Deck brush and disinfect gutters, sanitary bases and 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 including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Rer debris. Clean deal tray. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform 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 platformove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash lower level platform around trash receptacles, benches, HPI/CAI, sandboxes room(s) to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles incluchrome tops. Wipe top dry. Remove bread crumbs/bird feed. Fri: Platform Cleaning: Deck wash upper level platform around trash receptacles, benches, HPI/CAI, sandboxes room(s) to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles incluchrome tops. Wipe top dry.	nove all n and street form to s and refuse uding and refuse			
***RTO Facilities Duties —	s. Empty all			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#		nouis			KC	
SC0455	Station South	(0700 - 1500		27	
INSTRUCTION	NS	STATION	LINE	BOOTH	HOURS	
	Sunday-Saturday					
Report On Duty I	In Uniform.	Court Sq	7	R508	0700 -	
*General Duties-	see below	Court Sq	7	R508	0700 - 0900	
*Major Duty Clea	aning- 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 -	
Outlets. Clean all stains, spills and conly). Disinfect a stairways, platforn Sanitize all touch	control 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 drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water ll urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, m and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue points. Mop clean EL445X, EL446, EL447. Clean EFR and employee restrooms. Deodorize the entire ring and departing each station you are assigned to clean during your tour of duty.					
including Halon S debris. Clean deal Mon/Sat: Tile/Con to all platform and Tue/Thu: Bird Dr remove bird dropp Wed: Platform Cl housings to remove chrome tops. Wip Fri: Platform Clean	n booth R508 & R504 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all 1 tray. ncrete Walls-Bucket wash lower portion of walls and glass panels in R508 (Manhattan) mezzanine leading d street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. ropping/Gum Removal: Deck brush all areas of the mezzanine and stairways leading to '7' platforms to ping, dirt, grime, stains and dust build-up. Remove gum from platform stairways. leaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister ve stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including to top dry. aning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister ve stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including					
floors. Wipe down	EL445X, EL446, EL447.Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator in interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0456 Station South	15	1500 - 2300		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturda	ay			
Report On Duty In Uniform.	Flushing Main St	7	R533	1500 -
**General Duties – Daily-see below	Flushing Main St	7	R533	1500 - 1900
* Public Restroom Cleaning (1530-1600) – see below				
Note-If public toilets out of service, General Duties will be performed				
*Public Toilet Duties- see below	Flushing Main St	7	R533	1900 - 1930
Lunch	Flushing Main St	7	R533	1930 - 2000
** General Duties – see below	Flushing Main St	7	R533	2000 - 2030
*Major Duty Cleaning	Flushing Main St	7	R533	2030 - 2100
** General Duties – see below	Flushing Main St	7	R533	2100 - 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). Cle around all street stairways including outside area around EL414. Scrap all mezzanines, control areas, platfo and 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. Remove all pi from all railings, stairways, platform and outside areas (3 ft.) Empty, disinfect and clean chrome tops on al receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platfor floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on fletrash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize a Clean and disinfect refuse rooms/refuse housings. Mop clean EL414. Clean EFR and employee restrooms. 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 s Remove spit and shoe marks Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and embottles. Wipe down Fire Extinguishers. Restock supplies. Tues: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and emp Remove loose debris from refuse inserts and disinfect.	rms, underpass, , Turnstiles, geon droppings I trash m and mezzanine clean ADA oor at base of all touch points. Deodorize the stairways. pty chemical ty boxes.			
Wed: Platform Cleaning: Spot mop around trash receptacles, HPI/CAI, digital/map frames on platforms to a drag marks and spills. Wipe clean all trash receptacles including chrome tops. Remove all stickers/graffiti f mop ADA tiles as needed. Thurs: 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 Fi Fri: Tile/Concrete Walls: Bucket Wash lower portion of walls near booth R533 leading to all street level st	rom signs. Spot , refrigerator, re Extinguishers			
spit and shoe marks. Sat: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire E	xtinguishers.			
***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, elect (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Ren and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening	nove all graffiti			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	ŀ	Hours		RC#	
SC0457 Station South	1	1500 - 2300			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturd	ay				
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 Disinfect All Urine Areas. Empty And Disinfect All Trash Receptacles. Clean Exterior Of Booth Window Graffiti/Stickers And Clean Residue. Dust All Ledges. Remove All Pigeon Droppings From All Railings, Platforms. Remove All Stains, Spills And Drag Marks On Floor Areas.	s. Remove Stairways, And		D520	1500 1500	
*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 -	
around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control area underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipm Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HE standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all tras Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels an (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon dropping railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, sticker residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon a 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 a housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacl chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading 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 pstairways. 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 a housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacle chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extingue Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrodryers (if equipped) dispensers and holders. Clean sinks and faucets.	ent (MVMs, PI Units, FDNY h receptacles. d booth windows gs from all rs, and sticker/glue rriving and and canister es including o platform to elatform and street and canister es including ishers. rs, electric hand ash. Remove all				
*Major Duty Floors Remove dust balls, bird dropping and gum from floors. Remove all stains, spills, and drag mark on mezza all stairway landings. Deck brush and disinfect. Disinfect all urine areas. Sanitize all touch points.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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
*General Duties- see below	90 St-Elmhurst Av	7	R527	2055 - 2300
Report Off Duty.	90 St-Elmhurst Av	7	R527	2300 -
around all street stairways in including the overpasses and stairways leading to and fro Scrap all mezzanines, control a platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipme (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Rem pigeon droppings from all railings, stairways, platform and outside areas, 3 ft. Empty, disinfect and clean chrome tops all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor a of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire sta upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and 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	ent ove all s on and clean at base ation s s d d d d d d d d d d d			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

SC0459

Station South

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

1500 - 2300

INSTRUCTIONS STATION LINE **BOOTH HOURS Sunday-Saturday** 1500 -Jackson Hts E F M R N324 Report On Duty In Uniform. Roosevelt Av *General Duties-Daily (All duties performed on 7 Line/Broadway-74 Street) Jackson Hts E F M R N324 1500 - 1730 Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft Roosevelt Av 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. N324 ***Elevator Duties -Jackson Hts E F M R 1730 - 1830 Clean and polish EL420, EL421, EL422 and EL423. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect Roosevelt Av 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 E F M R N324 1830 - 1900 Lunch Roosevelt Av 1900 - 2000 Jackson Hts E F M R N324 *Major Duty Cleaning- Weekly (All duties performed on 7 Line/Broadway-74 Street) Sun: Scrubber/CTA Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical Roosevelt Av 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 *General Duties - See Above Jackson Hts E F M R N324 2000 - 2300 Roosevelt Av *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 E F M R N324 2300 -Report Off Duty.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Roosevelt Av

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0460 1500 - 2300 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 1500 -Jackson Hts E F M R N324 Report On Duty In Full Uniform. Roosevelt Av *General Duties-Daily (All duties are performed on E/F/M/R Lines-Roosevelt Ave) Jackson Hts E F M R N324 1500 - 1900 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 including bus loading area. Remove all stains, spills and drag marks on floor areas. Empty N324 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. ***Major Duty Cleaning- Weekly (All duties are performed on E/F/M/R Lines-Roosevelt Ave) Jackson Hts E F M R N324 1900 - 1930 Sun: Tile/Concrete Walls-Bucket wash lower portion of walls in middle mezzanine in area by ES451, ES452 and ES453. Roosevelt Av Remove spit, shoe marks, grime and dust build-up. Remove stickers and graffiti. Mon: Refuse Room- Deck wash walls and floor on NB platform. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Refuse Housing-Wipe down exterior panel on NB platform. Remove loose debris from housing floor. Bucket wash and disinfect housing. Wed: Tile/Concrete Walls-Bucket wash lower portion of gutter walls in middle mezzanine from 75 St & B'way Exit down ramp to first NB platform stairway. Remove spit, shoe marks, grime and dust build-up. Thurs: Concession stands (Platform) - Wipe down exterior panel. Remove graffiti, stickers, and sticker/glue residue. Fri: Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from "graffiti-free and digital ad-panels" on NB and SB platforms. Wipe clean chrome rims and tops on all trash receptacles. Spot mop platform to remove spills and stains. Disinfect platform ends. Sat: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. E F M R Jackson Hts N324 1930 - 2000 Roosevelt Av ***RTO Facilities Duties E F M R N324 Jackson Hts 2000 - 2030 Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and Roosevelt Av 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 - Daily EFMR N324 2030 - 2145 Jackson Hts Clean and disinfect N324 SG-4 Middle Mezzanine Unmanned Area: (HEET / Broadway & 74 St Exit Area) Roosevelt Av Tile Walls: Deck brush lower portion of stairway (S3) and mezzanine (M3A-B) walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush street stairways, landings and handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area Clean and disinfect Upper Middle Mezzanine to Street/N324 Booth Area Tile Walls: Deck brush and damp mop stairway S4 to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area. Clean and disinfect N324 SG-2/SG-3: (75 St & Broadway Exit Area) Tile Walls: Deck brush and damp mop stairway S4A-B-C to remove pigeon droppings. Deck brush lower portion of mezzanine stairway M4A-B-C walls, gutters and sanitary bases to remove spit, shoe marks and dust build-up. Deck brush handrails. Wipe handrails dry. Remove all stickers/graffiti from signs. Disinfect area. Jackson Hts E F M R N324 2145 - 2300 *General Duties - See Above Roosevelt Av Jackson Hts E F M R N324 2300 -

Task subject to change and/or chance.

Report Off Duty.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Roosevelt Av

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0461 Station South	1	1500 - 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 -
Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Disinfect all urine areas on station and in front of Storage room doors under stairway SW S3, S4, S6 at 46th St Station. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Fri: CTA/Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. *Major Duty Floors Remove dust balls, gum and bird droppings from floors. Remove all stains, spills, and drag marks from platform and				
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, consistent bases and platform ands. Spot clean ADA testile as required. Disinfect all using areas. Spritize all touch points				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points.

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0461A Station South	1500 - 2300			2773	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	STATION		booth	HOURS	
	Mets-Willets Point	7	R532	1500 -	
Report On Duty In Uniform.	Mets-Willets Point	7	R532	1500 - 1730	
*General Duties – Daily *General Duties – Daily	61 St Woodside	7	R523	1740 - 1930	
*Close Public Toilet at 1900 hours	of St Woodside	'	K323	1740 - 1930	
Lunch	61 St Woodside	7	R523	1930 - 2000	
*Major Duty Cleaning— see below	61 St Woodside	7	R523	2000 - 2045	
*General Duties –see below	61 St Woodside	7	R523	2045 - 2145	
*General Duties – see below	Mets-Willets Point	7	R532	2155 - 2300	
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. *Major Duty Cleaning- Sun: Platform 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,					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0462 1500 - 2300 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Hunters Point Av R507 1500 - 1600 Report On Duty In Full Uniform. *General Duties- see below Hunters Point Av R507 1600 - 1650 *Major Duties- see below Queensboro Plaza *General Duties- see below 7 N W R509 1700 - 1800 7 N W ***RTO Facilities Duties R509 1800 - 1900 Queensboro Plaza 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 7 N W R509 1900 - 1930 Queensboro Plaza Close Public Restrooms at [1900] hours Note: If public restrooms 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. 7 N W R509 1930 - 2000 Queensboro Plaza Lunch 7 N W R509 2000 - 2050 Queensboro Plaza *Major Duties- see below 7 N W R509 2050 - 2200 Queensboro Plaza *General Duties- see below Hunters Point Av R507 2215 - 2300 *General Duties- see below Report Off Duty. R507 2300 -Hunters Point 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 including north and south overpass. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- (Hunters Point 1600-1650) (Queensboro Plaza 2000-2050) Sun: Platform Cleaning: Deck wash lower platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Remove bread crumbs/bird feed. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. Thu: Platform Cleaning: Deck wash upper 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.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#			nouis		
SC0463	Station South		1500 - 2300		277
INSTRUCTION	S	STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty In	Full Uniform.	Court Sq	7	R508	1500 -
*General Duties- so	ee below	Court Sq	7	R508	1500 - 1630
*Major Duties- see	below	Court Sq	7	R508	1630 - 1730
*General Duties- so	ee 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- so	ee below	Court Sq	7	R508	2130 - 2300
Report Off Duty.		Court Sq	7	R508	2300 -
HEETs/HXT) in co Outlets. Clean all v stains, spills and dr only). Disinfect all stairways, platform Sanitize all touch p station you are assi Major Duty Cleans Sun: Employee Too hand dryers (if equ all graffiti and sticl	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 vindows 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. From the country of the entire station upon arriving and departing each gened to clean during your tour of duty. [Ing- [R508 1630-1730] [R504 1930-2030] [R504 1930-2030				
Mon/Sat: Bird Drogremove bird droppi Tue/Thu: Tile/Cond to all platform and Wed: Platform Clei housings to remove chrome tops. Wipe Fri: Platform Clean	pping/Gum Removal: Deck brush all areas of the mezzanine and stairways leading to '7' platforms to ng, dirt, grime, stains and dust build-up. Remove gum from platform stairways. crete Walls-Bucket wash lower portion of walls and glass panels in R508 (Manhattan) mezzanine leading street stairways. Remove spit, shoe marks, grime and dust build-up. Wipe window/ledges. aning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister e stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including top dry. Ling: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister e stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including				
floors. Wipe down exterior glass on al	L445X, EL446, EL447.Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and l elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0464 Station South		2300 - 0700		
			рооти	2768
INSTRUCTIONS Sunday-Saturday	STATION	LINE	воотн	HOURS
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
• •	High St	A C	N100	0145 - 0240
*Major Duty Cleaning – see below.	York St	F	N530	0250 - 0545
Lunch	York St	F	N530	0320 - 0400
*Major duties- see below.	York St	F	N530	0400 - 0445
*Major Duty Floors- see below.				
*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. Wi down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in contareas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wand station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all uring disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside at 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 cleaning your tour of duty. **Major Duty Cleaning: N100	rol vindows marks ne areas, reas (3 EFR			
Saturday: Clean Disinfect Canister Housings Island Platform Tuesday: Clean Shine Stainless Steel in Unmanned Mezzanine (Mezz B) Wednesday: Clean Bathroom and EFR Unmanned Mezzanine Thursday / Friday: Clean Disinfect N/B side of Island Platform, all ADA Tactiles Sunday/Monday: Clean Disinfect S/B side of Island Platform, all ADA Tactiles				
**Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect N/B side of Island Platform, all ADA Tactiles Thursday/Friday : Clean and Disinfect Trash Receptacles, Shine Cylinder Saturday : Clean and Disinfect Canister Housing Island Platform				
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floorall stairway landings. 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.	ors. Mop			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Ho		RC#		
SC0464A Station South	2100 - 0500			276	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	High St	A C	N100	2100 - 2200	
Escalator Duties: ESC# 321 – see below					
Escalator Duties: ESC #322 – see below	High St	A C	N100	2200 - 2300	
Escalator Duties: ESC #323- see below	High St	A C	N100	2300 - 2400	
Escalator Duties: ESC #324 - see below	High St	A C	N100	2400 - 0100	
Escalator Duties: ESC #350 - see below	High St	A C	N100	0100 - 0200	
Lunch	High St	A C	N100	0200 - 0230	
Escalator Duties: ESC #356- see below	Jay St Metrotech	A C F	N103	0245 - 0345	
Escalator Duties: ESC #357- see below	Jay St Metrotech	A C F	N103	0345 - 0445	
Report Off Duty.	High St	A C	N100	0500 -	
Note- If regular night cleaning job is not covered, Listed General Duties will be performed. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean [321,322,323,324,350,356,357]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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 -	
*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 droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and 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. 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: C003 Disinfect sland 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: Clean, Scrub, and Disinfect areas under Platform	ne lop lop gs gs gs				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0466 2300 - 0700 **Station South** 2769 **INSTRUCTIONS STATION** LINE **BOOTH HOURS 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 N110 Perform *General Duties- see below Lafayette Av 0300 - 0700 Perform **Major Cleaning (0330-0430) Hoyt Schermerhorn A C G Report Off Duty 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0467	Station South		2300 - 0700		2769
INSTRUCTIONS	S	STATION	LINE	воотн	HOURS
	Sunday-Saturd	ay			
Report On Duty In Perform *General D		Nostrand Av	A C	N116	2300 - 0120
Perform *Major Du	ty Floors-Nightly	Nostrand Av	A C	N116	0130 - 0230
Lunch		Nostrand Av	A C	N116	0230 - 0300
Perform **Major D	outy Cleaning	Nostrand Av	A C	N116	0300 - 0430
Perform *General D	Outies- see below	Nostrand Av	A C	N116	0430 - 0700
Report Off Duty.		Nostrand Av	A C	N116	0700 -
disinfect all stairway including OMNY va platform and outside gum from floors. Re Deck brush and disi areas. Clean interio benches. Remove guhousings. Clean EFI assigned to clean du	dirways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. We handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in contailed all digital and panels. Remove all pigeon droppings from all railing e areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust memove all stains, spills, and drag marks from platform and mezzanine floors. Mop all sinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Do not frash receptacle base and remove stains on floor at base of trash receptacle. Clean raffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect and employee restrooms. Deodorize the entire station upon arriving and departing eating your tour of duty.	ntrol areas gs, stairways, op and remove tairway landings. sinfect all urine all ledges and efuse rooms/refuse			
all stairway landings	and gum from floors. Remove all stains, spills, and drag marks from platform and mez s. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housing	tactile as			
Tue: Stairways- Bud Thu: Stairways- Bud Fri: NB Platform St	ning- NOSTRAND acket & Deck Wash [M2AB, M4AB]. Clean adjacent tile walls. Remove all stickers. acket & Deck Wash [M1AB, M3AB]. Clean adjacent tile walls. Remove all stickers. acket & Deck Wash [M7AB, M8AB]. Clean adjacent tile walls. Remove all stickers. acket & Deck Wash [list stairway #'s]. Clean adjacent tile walls. Remove acknirways- Bucket & Deck Wash [list stairway #'s]. Clean adjacent tile walls. Remove acknirways- Bucket & Deck Wash [list stairway #'s]. Clean adjacent tile walls. Remove acknirways- Bucket & Deck Wash [list stairway #'s].				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		H	lours		RC#
SC0468	2	2769			
INSTRUCTIO	ONS	STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
	In Full Uniform.	Rockaway Av	С	N122	2300 - 0130
	al Duties- see below				
	Cleaning (0030-0130)	Ralph Av	С	N121B	0130 - 0230
	al Duties- see below	-			
Lunch		Ralph Av	С	N121B	0230 - 0300
Perform *Major	al Duties- see below Duty Floors-Nightly (0300-0400) Cleaning (0400-0450)	Van Siclen Av	С	N126	0300 - 0450
	al Duties- see below	Rockaway Av	С	N122	0500 - 0700
	Duty Floors-Nightly (0500-0600)				
Report Off Duty		Rockaway Av	С	N122	0700 -
*General Duties					
	for 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 &				
	rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas				
	Y validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways,				
	tside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove				
	s. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings.				
	disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine				
	serior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and				
	re graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse				
nousings. Clean	EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are				
assigned to clea	n during your tour of duty.				
*Major Duty Fl	oors-Nightly				
Remove dust ba	lls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mor	,			
	lings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as				
	ect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
*Major Duty Cl	eaning-				
ROCKAWAY:	cannig-				
	Deck Mop & Wash [S7/M3AB]. Clean adjacent tile walls. Remove all stickers.				
•	Toilets- Clean Employee bathroom: 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.				
	pom- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
	- Deck Mop & Wash [S8/M4AB]. Clean adjacent tile walls. Remove all stickers.				
	pom- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove	,			
	m refuse insets and disinfect. Deck Mop, Clean and Disinfect ALL Trash Receptacles				
	ean booth [booth #N122] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges				
	Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				
	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.				
RALPH:	D. L. W. L. GOOMEN DI. OL				
	Bucket Wash [S6/M7AB]. Clean adjacent tile walls. Remove all stickers.				
	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.				
	om- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
	eptacles - Deck Mop, Clean and Disinfect ALL SB Trash Receptacles				
	reptacles - Deck Mop, Clean and Disinfect ALL NB Trash Receptacles				
	ean booth [booth # N121B] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges				
	Sensors and Fire Extinguishers. Empty garbage. Remove all debris.				
	using- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes.				
	ebris from refuse insets and disinfect. Deck Mop, Clean and Disinfect ALL Trash Receptacles				
	om- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove				
loose debris from	m refuse inserts and disinfect.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0469 2300 - 0700 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Broadway Junction N124 2300 -A C Report On Duty In Full Uniform. *General Duties- see below A C N124 2300 - 0100 **Broadway Junction** Recheck-Clean/disinfect public bathrooms N124 0100 - 0200 **Broadway Junction** A C **Escalator Duties [ESC #347] – see below 0200 - 0300 **Broadway Junction** A C N124 **Escalator Duties [ESC #330]- see below N124 0300 - 0330 **Broadway Junction** Lunch N124 0330 - 0430 **Broadway Junction** A C **Escalator Duties [ESC #331] – see below N124 0430 - 0515 Broadway Junction A C ***Major Duties- see below N124 0515 - 0700 A C *General Duties- see below **Broadway Junction** N124 0700 -Report Off Duty **Broadway Junction** A C *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to booth leading to Transit District 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash all trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties-Daily: Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart (212)424-4497 Clean and polish all Escalators. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. ***Major Duty Cleaning-Mon: Rockaway Platform- Bucket wash trash receptacles and sandbox. Tue: Manhattan Platform- Bucket wash trash receptacles and sandbox. Wed: Mezzanine Scrubber room- Deck wash walls and floor. Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Rockaway Platform- Deck wash walls and floor. Refuse room and scrubber room. Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri: Manhattan Platform- Deck wash walls and floor. Refuse room and scrubber room. Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0470 Station South		2300 - 0700		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Euclid Av	A C	N128	2300 - 0030
*General Duties- see below			27100	
**Major Duty- see below	Euclid Av	A C	N128	0030 - 0130
***Elevator Duties-see below	Euclid Av	A C	N128	0130 - 0210
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDI OWN CLEANING AND PAPER STOCK SUPPLIES.	E	A C	N128	0210 - 0300
Lunch	Euclid Av	A C	N128	0300 - 0330
*General Duties- see below	Euclid Av	A C	N128	0330 - 0530
***Elevator Duties-see below	Euclid Av	A C	N128	0530 - 0615
***Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. Open both public toilet at 0700am	Euclid Av	A C	N128	0615 - 0700
Report Off Duty "Ceneral Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 creeptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzaning floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA facts are 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 tedges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for Euclid Ave: Sun: Employee Faicility 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. Wed		A C	N128	0700 -

Task subject to change and/or chance.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#	nouis			KC#	
SC0471A Station South	23	2300 - 0700		2777	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. *General Duties- see below	Rockaway Blvd	A	N134	2300 - 0100	
*Major Duty Floors- see below	Rockaway Blvd	A	N134	0100 - 0200	
*Major Duty- see below	Rockaway Blvd	A	N134	0200 - 0230	
Lunch	Rockaway Blvd	A	N134	0230 - 0300	
*General Duties- see below	104 St	A	N137	0310 - 0510	
*Major Duty Floors- see below	104 St	A	N137	0510 - 0610	
*Major Duty- see below	104 St	A	N137	0610 - 0640	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	A	N134	0640 - 0700	
Report Off Duty.	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 traileceptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanifloors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA factile 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. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mall stairway landings. 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.	ine ir				
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 Extinguisher 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 (i equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti as stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paperowels, 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.	f nd				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

300#		10013		277
SC0472 Station South	2	2300 - 0700		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	A	N141	2300 - 0030
**Major Duty- see below	Ozone Park Lefferts Blvd	A	N141	0030 - 0130
**Elevator Duties - Clean and polish [ELE #462 & ELE# 463]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Ozone Park Lefferts Blvd	A	N141	0130 - 0200
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	Ozone Park Lefferts Blvd	A	N141	0200 - 0240
Lunch	Ozone Park Lefferts Blvd	A	N141	0240 - 0310
*General Duties- see below	111 St	A	N139	0320 - 0450
**Major Duties- see below	111 St	A	N139	0450 - 0550
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	A	N141	0600 - 0700
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. **Major Duty Cleaning- pick up supplies for Lefferts blvd and 111th Street: Sun: Employee Facility Room & Supervisor Office: Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Supv/Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Q-Panels/Wind Breakers: Remove stains and seuff marks from "Panels" on platforms. Thur: Employee Toilets- Clean and Wipe down all surfaces- walls, mod		A	N141	0700 -

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#	
SC0473 Station South	2300 - 0700			2777	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Aqueduct North	A	N181	2300 - 0100	
*General Duties- see below	Conduit Av				
**Major Duty "Floors"- see below	Aqueduct North Conduit Av	A	N181	0100 - 0145	
**Major Duties- see below	Aqueduct North Conduit Av	A	N181	0145 - 0230	
Lunch	Aqueduct North Conduit Av	A	N181	0230 - 0300	
Racetrack: *General Duties- see below	Aqueduct North Conduit Av	A	N181	0310 - 0500	
Racetrack: **Major Duty "Floors"- see below	Aqueduct North Conduit Av	A	N181	0500 - 0545	
Racetrack: **Major Duties- see below	Aqueduct North Conduit Av	A	N181	0545 - 0620	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Aqueduct North Conduit Av	A	N181	0630 - 0700	
Report Off Duty.	Aqueduct North Conduit Av	A	N181	0700 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street statinvays. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 trasi receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanit floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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. Mall stairway landings. 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 M	op S.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0474 2300 - 0700 **Station South HOURS INSTRUCTIONS STATION** LINE **BOOTH Sunday-Saturday** Far Rockaway Mott A N196 2300 - 0100 Report On Duty In Full Uniform. *General Duties- see below Αv Far Rockaway Mott A N196 0100 - 0200 **Major Duties- see below Αv **Elevator Duties -Far Rockaway Mott A N196 0200 - 0230 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. 0230 - 0300 Far Rockaway Mott A N196 Lunch ***RTO Facilities Duties Far Rockaway Mott A N196 0300 - 0430 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. N196 0430 - 0630 Far Rockaway Mott A *General Duties- see below ***Public Toilet Duties: Open Public Toilet at 0700AM. Far Rockaway Mott A N196 0630 - 0700 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. Report Off Duty Far Rockaway Mott A N196 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 and outside Complex area including parking lot. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. **Major Duty Cleaning- pick up supplies for Mott Ave Sun: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Thur: Employee Toilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails

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STATION	2300 - 0700 LINE		277
STATION	LINE		
		BOOTH	HOURS
Beach 67 St	A	N191	2300 - 0030
Beach 67 St	A	N191	0030 - 0130
			0130 - 0230
Beach 67 St	A	N191	0230 - 0300
Beach 60 St	A	N192	0310 - 0510
Beach 60 St	A	N192	0510 - 0610
Beach 67 St	A		0620 - 0700
Beach 67 St	A	N191	0700 -
y			
d			
	Beach 60 St Beach 60 St	Beach 67 St A Beach 60 St A Beach 60 St A Beach 67 St A Beach 67 St A Beach 67 St A A Beach 67 St A Beach 67 St A Beach 67 St A Beach 67 St A	Beach 67 St A N191 Beach 67 St A N192 Beach 60 St A N192 Beach 67 St A N191 A N191 A N191 Beach 67 St A N191 Beach 67 St A N191 A N191

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

housing.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#		Tiouis			2777	
SC0476	Station South	1:	1500 - 2300			
INSTRUCTIO	ONS	STATION	LINE	ВООТН	HOURS	
	Sunday-Saturday					
Report On Duty	In Full Uniform.	Rockaway Blvd	A	N134	1500 - 1730	
*General Duties	s- see below					
**Major Duties-	- see below	Rockaway Blvd	A	N134	1730 - 1830	
Lunch		Rockaway Blvd	A	N134	1830 - 1900	
*General Duties	s- see below	104 St	A	N137	1910 - 2110	
**Major Duties	s- see below	104 St	A	N137	2100 - 2210	
*Inspect station	for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	A	N134	2220 - 2300	
Report Off Duty	У	Rockaway Blvd	A	N134	2300 -	
*General Duties						
around all street disinfect all stair including OMN' droppings from receptacles. Dus floors. Mop all stactile as require trash receptacle. sticker/glue resident	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. Remove all pigeon all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trasts are mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzani stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA ed. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of a Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and due. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee dorize the entire station upon arriving and departing each station you are assigned to clean during your tou	ine				
**Major Duty C	Cleaning- pick up supplies for Rockaway Blvd and 104th Street.					
bottles. Wipe do Mon: Q-Panels/ Tue: Employee hand dryers (if of all graffiti and s (toilet tissue, pa Wed: Pick Up S	Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical own Fire Extinguishers. Restock supplies. Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. 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. Remostickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock per towels, toilet seat covers) and soap as needed. Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And					
Fri: Employee I	street stairways and deck wash all street stairways and handrails. 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 Extinguisher using-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect	rs.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

Saturday

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

DIT COLD COLD COLD COLD COLD COLD COLD COLD		0600 - 1400			2768		
SC0477 Station South		06	00 - 1400		27		
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 -		
Standpipe Outlets. Clean all windows and stremove all stains, spills and drag marks or (use water only). Disinfect all urine areas, railings, stairways, platform and outside are residue. Sanitize all touch points. Clean EF departing each station you are assigned to a *Public Toilet Duties Clean Men and Women public toilets: Wip (if equipped) dispensers and holders. Clean and stickers including residue. Empty trash	ncluding OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY station signs. Empty, disinfect and clean chrome tops on all trash receptacles. In floor areas. Empty booth trash, clean exterior booth panels and booth windows disinfect gutters and sanitary bases. Remove all pigeon droppings from all eas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue R and employee restrooms. Deodorize the entire station upon arriving and clean during your tour of duty. The down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffitic cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper ed. Allow bathroom to dry 10 minutes before reopening.						
RTO Facilities Duties Clean all offices: Dispatcher, Superintender women/men restrooms. Wipe down all surf trash cans, sweep, mop and disinfect floors OWN CLEANING AND PAPER STOCK *Major Duty Cleaning: N103 Sunday/ Monday : Clean Disinfect Emp Tuesday : Clean Disinfect N/B	nt, Tower. Clean all rooms: crew room, lunch room, locker room, and faces including Quench machines, tables and seats and modesty panels. Empty all . Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE SUPPLIES.						
Thursday : Sweep and Clean un Friday : Sweep and Clean un	Platform Refuse Room der S/B platform Stairways remove Stains and Dust der N/B Platform Stairways remove Stains and Dust th N102 Interior and Exterior Digital Area The N102 Interior and Exterior Digital Area The N103 Interior Digital Area The N103 I						

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

:Major Cleaning Booth N103 Interior, and Exterior, Disinfect Control Area

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# 0700 - 1500 SC0478 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N100 0700 -High St A C Report On Duty In Full Uniform. High St A C N100 0700 - 0930 *General Duties- see below. A C N100 0930 - 1030 High St ** Major Duties- see below. N530 1050 - 1120 York St Lunch York St F N530 1120 - 1300 * General Duties- see below. 1300 - 1400 York St N530 ** Major Duties- see below. N100 1410 - 1500 High St A C * General Duties- see below. A C N100 1500 -Report Off Duty. High St *General Duties-Daily AM Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning: N100 Sunday/ Monday : Clean Disinfect N/B side of Island Platform, all ADA Tactiles Tuesday/ Wednesday: Clean Disinfect S/B side of Island Platform, all ADA Tactiles Thursday/Friday : Clean Employee Facility rooms and Bathrooms Saturday :Major Cleaning Booth N100 Interior, and Exterior, Disinfect Control Area **Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect N/B side of Island Platform, all ADA Tactiles Tuesday/ Wednesday: Clean Disinfect S/B side of Island Platform, all ADA Tactiles Thursday/Friday: Clean Employee Facility rooms and Bathrooms Saturday: Major Cleaning Booth N530 Interior, and Exterior, Disinfect Control Area

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Но	urs		RC#	
SC0479 Station South	1500 - 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 -	
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (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. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and strastairways. 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 Wome	eet				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			
SC0480 Station South	0	700 - 1500		276	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Rockaway Av	С	N122	0700 - 0850	
Perform *General Duties- see below			271015		
Perform *General Duties- see below	Ralph Av	С	N121B	0900 - 1100	
Lunch	Ralph Av	С	N121B	1100 - 1130	
Perform *General Duties- see below	Ralph Av	C	N121B	1130 - 1250	
Perform *Major Cleaning (1200-1240)	Daalrayyay Ay		N122	1300 - 1500	
Perform *General Duties- see below	Rockaway Av	С			
Report Off Duty.	Rockaway Av	С	N122	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, FDN Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops of all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth parand booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) 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.	on nels				
*Major Duty Cleaning-					
RALPH AV Sun: Booth- Clean booth [booth # N121B] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remail graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remail loose debris from refuse inserts and disinfect. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Entersh can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Supply Room-Clean Organize and Replenish Supply room Sat: Clean closed Area	nove				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	H	lours		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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning-				
ROCKAWAY AV Sun: Booth- Clean booth [booth #N122] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Trash Receptacles - Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Wed: Trash Receptacles - Deck Mop, Clean and Disinfect ALL NB Trash Receptacles Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Supply Room-Clean Organize and Replenish Supply room				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0481 0700 - 1500 **Station South** 2769 **HOURS INSTRUCTIONS STATION** LINE **BOOTH Sunday-Saturday** N120 Report On Duty In Full Uniform. A C 0700 - 0900 Utica Av Perform *General Duties- see below Perform *Major Cleaning (0815-0900) Sun: Booth- Clean booth N120 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Supply Room- Tidy and organize Station supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Supv. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Refuse Room (SB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Sat: Refuse Room (NB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect Kingston Throop N119 0910 - 1110 Perform *General Duties- see below Avs С N119 1110 - 1140 Kingston Throop Lunch Avs N119 1140 - 1220 Perform *General Duties- see below Kingston Throop Perform *Major Cleaning (1140-1215) KINGSTON-THROOP Sun: Booth- Clean booth N119 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Supply Room- Tidy and organize Station supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Closed Rooms: (Rooms in Control Area N118) Deck wash walls and floor. Clean and organize the room. Wed: Employee Toilets- Clean Employee Bathroom: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. A C Perform *General Duties- see below Utica Av 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 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. N120 1500 -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

Task subject to change and/or chance.

you are assigned to clean during your tour of duty.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J00#		0700 1500		
SC0482 Station South	07	00 - 1500		2773
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Sat	turday			
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, platfor passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVM HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Unit Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash rece stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, as Sanitize all touch points. Clean EFR and employee restrooms. Deck brush & disinfect all gutters/sanit ends as needed throughout the station. "Deodorize the entire station upon arriving and departing each assigned to clean during your tour of duty."	s, Turnstiles, ss, FDNY Standpipe eptacles. Remove all windows (use water a all railings, and sticker/glue residue. ary bases/platform station you are			
Sun: Booth/Office- Clean booth R516 & R518 and interior and exterior. Sweep and mop floor, wash ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. En all debris. Clean deal tray. Office- Clean desks, table tops, Quench unit, refrigerator and microwave. disinfect. Clean employee toilet inside of office. Mon/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to 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 remove bird dropping and stains. Wipe handrails dry. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandbookhousings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptance tops. Wipe top dry. Fri: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandbookhousings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptance tops. Wipe top dry.	mpty garbage. Remove Sweep and mop floors, all platform and street ing to platform to xes and canister ptacles including es and canister			
*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 fro mezzanine floors and around benches and trash receptacles. Mop all stairway landings. Deck brush as sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize	nd disinfect gutters,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Ноц	Hours			
SC0483	Station South	0700	0700 - 1500			
INSTRUCTIO	ONS	STATION	LINE	ВООТН	HOURS	
	Sunday-Saturd	ay				
	y In Full Uniform. Restrooms at 0700 hours	Broadway Junction	A C	N124	0700 -	
*General Duties Public Restroon Check and resto		Broadway Junction	АС	N124	0700 - 1000	
* Major Duties-	- see below	Broadway Junction	A C	N124	1000 - 1130	
Lunch		Broadway Junction	A C	N124	1130 - 1200	
Close public res	oom Duties (1200-1300) – see below strooms 1200-1300 hours restrooms out of service, listed General Duties will be performed	Broadway Junction	A C	N124	1200 - 1300	
*General Duties	s- see below	Broadway Junction	A C	N124	1300 - 1500	
Report Off Dut	y.	Broadway Junction	АС	N124	1500 -	
Transit District underpass, and Turnstiles, HEE Standpipe Outle all trash recepta Empty booth tragutters and sani all ledges and b	for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipm ETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HI ets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean acles. Bucket wash all trash receptacles and benches. Remove all stains, spills and drag mar ash, clean exterior booth panels and booth windows (use water only). Disinfect all urine are itary bases. Remove all pigeon droppings from all railings, stairways, platform and outside spenches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean booms. Deodorize the entire station upon arriving and departing each station you are assigned	p, platforms, ent (MVMs, PI Units, FDNY chrome tops on els on floor areas. eas, disinfect areas (3 ft.) Clean EFR and				
Clean Men and (if equipped) di and stickers inc	Duties 1200-1300 Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Resoluding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissuers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	move all graffiti				
chemical bottles Mon/Wed: Que Fire Extinguish Tues/Thu: Man	ry Cleaning unine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all s. Wipe down Fire Extinguishers. Restock supplies. The sens Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and the er. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect refuse housing/room. Deck wash walls a nguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and	floor. Wipe down ect.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0484 0700 - 1500 **Station South** 2777 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N125 0700 - 0930 Report On Duty In Full Uniform. Liberty Av *General Duties- see below **Major Duties- see below Liberty Av N125 0930 - 1030 Liberty Av C N125 1030 - 1100 Lunch N126 1110 - 1310 Van Siclen Av *General Duties- see below N126 1310 - 1410 Van Siclen Av $\overline{\mathbf{C}}$ **Major Duties- see below 1420 - 1500 N125 Liberty Av C *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Liberty Av N125 1500 -Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#
SC0484A Station South	1	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
Report Off Duty.	Liberty Av	С	N125	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 trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	н	lours		RC#	
SC0484B Station South	2300 - 0700			2777	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Liberty Av	С	N125	2300 - 0100	
*General Duties- see below					
*Major Duty Floors- see below	Liberty Av	С	N125	0100 - 0200	
*Major Duties- see below	Liberty Av	С	N125	0200 - 0230	
Lunch	Liberty Av	С	N125	0230 - 0300	
*General Duties- see below	Van Siclen Av	С	N126	0310 - 0510	
*Major Duty Floors- see below	Van Siclen Av	С	N126	0510 - 0610	
*Major Duties- see below	Van Siclen Av	С	N126	0610 - 0640	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Liberty Av	С	N125	0640 - 0700	
Report Off Duty.	Liberty Av	С	N125	0700 -	
*General Duties-Daily					
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft					
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &					
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas					
including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon					
droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash					
receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine					
floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA					
tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of					
trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee					
restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour					
of duty.					
or 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- pick up supplies for Liberty and van Siclen:					
Sun: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator,					
microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.					
Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect					
housing. They Sambhan Boom, Dook week wells and floor Clean and encoping the many Discord all debuis and empty chamical					
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. Swapp all street stainways and bucket wash all street stainways and handrails					
Sat: Sweep all street stairways and bucket wash all street stairways and handrails.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0485 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N128 Report In Duty In Full Uniform. Euclid Av A C 0700 - 0830 *General Duties- see below **Major Duty Cleaning- pick up supplies for Euclid Ave. Euclid Av A C N128 0830 - 1000 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 Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Sat: Employee Toilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***Public Toilet Duties (Check and stock supplies) **Elevator Duties -Euclid Av A C N128 1000 - 1045 Clean and polish [ELE #341,ELE#342,ELE#343]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. N128 ***RTO Facilities Duties Euclid Av A C 1045 - 1130 Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Euclid Av N128 A C 1130 - 1200 Lunch ***Public Toilet Duties A C N128 1200 - 1300 Euclid Av (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. *General Duties-Daily Euclid Av A C N128 1300 - 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 EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Station Cleaning Duties- Office/Facilities Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Report Off Duty

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC#	
SC0486 Station South		0700 - 1500		277	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Grant Av	A	N129	0700 - 0930	
*General Duties- see below					
**Major Duties- see below	Grant Av	A	N129	0930 - 1030	
Lunch	Grant Av	A	N129	1030 - 1100	
*General Duties- see below	Shepherd Av	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	A	N129	1420 - 1500	
Report Off Duty.	Grant Av	A	N129	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. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all treceptacles. 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 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 to duty. **Major Duty Cleaning- pick up supplies for Shepherd Ave and Grant Ave	rash nine f				
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 Extinguish 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 (i equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti	f				

Task subject to change and/or chance.

towels, toilet seat covers) and soap as needed.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC
SC0486B	Station South		1500 - 2300		
INSTRUCTIO	ONS	STATION	LINE	воотн	HOURS
	Sunday	-Saturday			
Report On Duty	In Full Uniform.	Grant Av	A	N129	1500 - 1730
*General Duties	- see below				
*Major Duties-	see below	Grant Av	A	N129	1730 - 1830
Lunch		Grant Av	A	N129	1830 - 1900
*General Duties	- see below	Shepherd A	v C	N127	1910 - 2110
*Major Duties-	see below	Shepherd A	v C	N127	2110 - 2210
*Inspect station	for unsanitary conditions and correct. Re-scrap station. Remove all spills from flo	ors. Grant Av	A	N129	2220 - 2300
Report Off Duty	<u> </u>	Grant Av	A	N129	2300 -
droppings from receptacles. Dus floors. Mop all stactile as require trash receptacle. sticker/glue residents restrooms. Deod of duty.	Y validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outle all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clear to mop and remove gum from floors. Remove all stains, spills, and drag marks from tairway landings. Deck brush and disinfect gutters, sanitary bases and platform end. Disinfect all urine areas. Clean interior of trash receptacle base and remove stated Clean all Windows and stations Signs. Clean all ledges and benches. Remove gradue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Corize the entire station upon arriving and departing each station you are assigned leaning- pick up supplies for Grant Ave and Shepherd Ave	n chrome tops on all trash m platform and mezzanine lds. Spot clean ADA uins on floor at base of ffiti, stickers, and lean EFR and employee			
bottles. Wipe do Mon: Q-Panels/Tue: Employee all graffiti and s (toilet tissue, pay Wed: Pick Up Stru: Sweep all stri: Employee I microwave, fans	oom- Deck wash walls and floor. Clean and organize the room. Discard all debris wn Fire Extinguishers. Restock supplies. Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. But to the tower towels, toilet seat covers) and soap as needed. Supplies From N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Street stairways and deck wash all street stairways and handrails. Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench me, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe sing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket	, vanity mirrors, electric collet bowl brush. Remove eplenish paper stock Paper Supplies. achines, refrigerator, down Fire Extinguishers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			
SC0486C Station South	2	2300 - 0700		277	
NSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Grant Av	A	N129	2300 - 0100	
General Duties- see below					
Major Duty Floors- see below	Grant Av	A	N129	0100 - 0200	
Major Duties- see below	Grant Av	A	N129	0200 - 0230	
Lunch	Grant Av	A	N129	0230 - 0300	
General Duties- see below	Shepherd Av	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	A	N129	0640 - 0700	
Report Off Duty.	Grant Av	A	N129	0700 -	
General Duties-Daily inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft ground all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 traspectates. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzani 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 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 tou 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. Mult stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as equired. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	r				
*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, nicrowave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguisher Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect tousing. 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 are tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper owels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from N127-Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies	nd				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	ours		RC#	
SC0487 Station South	0700 - 1500			2777	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Rockaway Blvd	A	N134	0700 - 0930	
*General Duties- see below					
**Major Duties- see below	Rockaway Blvd	A	N134	0930 - 1030	
Lunch	Rockaway Blvd	A	N134	1030 - 1100	
*General Duties- see below	104 St	A	N137	1110 - 1250	
**Major Duties- see below	104 St	A	N137	1250 - 1350	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Blvd	A	N134	1400 - 1500	
Report Off Duty	Rockaway Blvd	A	N134	1500 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3f around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 stains on floor at base 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 emplo restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your of duty. **Major Duty Cleaning- pick up supplies for Rockaway Blyd and 104th Street.	on trash zanine of				
**Major Duty Cleaning- pick up supplies for Rockaway Blvd and 104th Street. Sun: Booth (N134 and N137) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledge 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 Extinguis 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 equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffit stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, proveds, toilet seat covers) and soap as needed.	shers.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours			
SC0487A	Station South		0700 - 1500		277	
INSTRUCTIO	ONS	STATION	LINE	BOOTH	HOURS	
	Sunday-Saturday	7				
Report On Duty	In Full Uniform	88 St	A	N133	0700 - 0930	
*General Duties-	· see below					
*Major Duties- s	see below	88 St	A	N133	0930 - 1030	
Lunch		88 St	A	N133	1030 - 1100	
*General Duties-	see below	80 St	A	N131	1110 - 1310	
*Major Duties-	see below	80 St	A	N131	1310 - 1410	
	for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	A	N133	1420 - 1500	
Report Off Duty	1 1	88 St	A	N133	1500 -	
including OMNY droppings from a receptacles. Dust floors. Mop all stactile as required trash receptacle. sticker/glue resid restrooms. Deodo of duty. *Major Duty Cle	way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in contravall validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome to mop and remove gum from floors. Remove all stains, spills, and drag marks from platform tairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot cd. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on flooclean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, sticked lue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR a prize the entire station upon arriving and departing each station you are assigned to clean duraning- pick up supplies for 88th ST and 80th St station.	e all pigeon ops on all trash and mezzanine lean ADA or at base of ors, and and employee ring your tour				
including Halon Mon: Pick Up S Paper Supplies. Tue: Employee I microwave, fans,	33 and N131) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust to Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, re, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire using-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and	efrigerator, Extinguishers.				
Thu: Scrubber Rebottles. Wipe dov Fri: Q-Panels/Wi Sat: Employee Tequipped) dispen stickers including	oom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empt wn Fire Extinguishers. Restock supplies. nd Breakers: Remove stains and scuff marks from "Panels" on platforms. oilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hassers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove gresidue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toil t covers) and soap as needed.	nd dryers (if all graffiti and				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0487B Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	88 St	A	N133	1500 - 1730
*General Duties- see below				
*Major Duties- see below	88 St	A	N133	1730 - 1830
Lunch	88 St	A	N133	1830 - 1900
*General Duties- see below	80 St	A	N131	1910 - 2110
*Major Duties- see below	80 St	A	N131	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	A	N133	2220 - 2300
Report Off Duty	88 St	A	N133	2300 -
disinfect all stairway handrails. Clean and 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 pidroppings 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 m floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean AI tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at ba 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 emprestrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during you 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 chembottles. 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, ehand 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 sto (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, locker	geon all trash ezzanine DA se of bloyee our tour ical electric Remove ock or, guishers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#	
SC0487C Station South		2300 - 0700			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	88 St	A	N133	2300 - 0100	
*General Duties- see below					
*Major Duty Floors- see below	88 St	A	N133	0100 - 0200	
*Major Duties- see below	88 St	A	N133	0200 - 0230	
Lunch	88 St	A	N133	0230 - 0300	
*General Duties- see below	80 St	A	N131	0310 - 0510	
*Major Duty Floors- see below	80 St	A	N131	0510 - 0610	
*Major Duties- see below	80 St	A	N131	0610 - 0640	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	88 St	A	N133	0640 - 0700	
Report Off Duty	88 St	A	N133	0700 -	
*General Duties-Daily					
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft	t				
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down &					
disinfect all stairway handrails. Clean and 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 pigeo					
droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all	trash				
receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezz	anine				
floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA					
tactile 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 employ	uaa.				
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 Extinguis	shers.				
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 graffit					
stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, p					
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0488 Station South	0)700 - 1500		2777
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday	10 0	1.	1274.44	10-00
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	A	N141	0700 - 0830
**Major Duty- see below	Ozone Park Lefferts Blvd	A	N141	0830 - 0930
**Elevator Duties - Clean and polish [ELE #462 & ELE#463]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Ozone Park Lefferts Blvd	A	N141	0930 - 1000
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	Ozone Park Lefferts Blvd	A	N141	1000 - 1040
Lunch	Ozone Park Lefferts Blvd	A	N141	1040 - 1110
*General Duties- see below	111 St	A	N139	1120 - 1250
**Major Duties- see below	111 St	A	N139	1250 - 1350
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	A	N141	1400 - 1500
Report Off Duty *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstites, 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 edges and benches. Remove stains on floor at base of tash receptacle. Clean all Windows and stations Signs. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Pick up supplies for Lefferts Blvd and 111th Street Sun: Booth (N141 and N139) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Pick Up Supplies From N127 Shepherd Ave Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room & Supervisor Office: Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Empty drash can sweep more and mop fl	Ozone Park Lefferts Blvd	A	N141	1500 -

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job# SC0489 Station South		Hours			
		0700 - 1500			
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	A	N181	0930 - 1030	
Lunch	Aqueduct North Conduit Av	A	N181	1030 - 1100	
Racetrack:	Aqueduct North Conduit Av	A	N181	1110 - 1310	
*General Duties- see below					
Racetrack:	Aqueduct North Conduit Av	A	N181	1310 - 1410	
**Major Duties- see below *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Aqueduct North Conduit Av	A	N181	1420 - 1500	
Report Off Duty.	Aqueduct North Conduit Av	A	N181	1500 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all tras 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 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.	ne				
**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 ledge 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 an stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, pape	s.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		He	Hours			
SC0489A Station South		15	1500 - 2300			
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	A	N181	1730 - 1830	
Lunch		Aqueduct North Conduit Av	A	N181	1830 - 1900	
General Duties- see below [F	ace Track]	Aqueduct North Conduit Av	A	N181	1910 - 2110	
*Major Duties- see below [R	ace Track]	Aqueduct North Conduit Av	A	N181	2110 - 2210	
Inspect station for unsanitary cond Re-scrap station. Remove all spill		Aqueduct North Conduit Av	A	N181	2220 - 2300	
around all street stairways. Scrap a disinfect all stairway handrails. Cle including OMNY validators, Wipe droppings from all railings, stairwareceptacles. Dust mop and remove floors. Mop all stairway landings. Itactile as required. Disinfect all uri	tions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3d ll mezzanines, control areas, platforms, underpass, and passageways. Wipe down & an and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigetys, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all gum from floors. Remove all stains, spills, and drag marks from platform and mezzock brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA are areas. Clean interior of trash receptacle base and remove stains on floor at base and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and	on trash zanine	A	N181	2300 -	
ticker/glue residue. Sanitize all tou	ich points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and emploint upon arriving and departing each station you are assigned to clean during your					
Sun: Scrubber Room- Deck wash v bottles. Wipe down Fire Extinguisl Mon: Q-Panels/Wind Breakers: Re Tue: Employee Toilets- Clean Mer hand dryers (if equipped) dispenser all graffiti and stickers including re (toilet tissue, paper towels, toilet so Wed: Pick Up Supplies From N18 Thur: Sweep all street stairways an Fri: Employee Facility Room- Wipmicrowave, fans, and exhaust fans	move stains and scuff marks from "Panels" on platforms. and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, elects and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock	ctric emove k				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 129 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0490 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Howard Beach JFK A N182 0700 - 0900 Report On Duty In Full Uniform. Airport *General Duties- see below N182 0930 - 1030 Howard Beach JFK A **Major Duties- see below Airport 1030 - 1100 Howard Beach JFK N182 Lunch Airport N183 Broad Channel 1110 - 1310 A S *General Duties- see below 1310 - 1410 **Broad Channel** N183 A S **Major Duties- see below N182 Howard Beach JFK A 1420 - 1500 *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Airport Howard Beach JFK A Report Off Duty. N182 1500 -Airport *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies from Howard Beach Sun: Booth (N182 and N183) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Pick Up Supplies From N182 Howard Beach Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room- and Supv/Manager Office Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Manager Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Sat: Employee Toilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.

Task subject to change and/or chance.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 130 of 482 Date: 6/2/2023

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0490A Station South	230	0 - 0700		2777	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Howard Beach JFK	A	N182	2300 - 0100	
*General Duties- see below	Airport				
*Major Duties Floors- see below	Howard Beach JFK	A	N182	0100 - 0145	
	Airport Howard Beach JFK	Δ	N182	0145 - 0230	
*Major Duties- see below	Airport	A	11102	0143 - 0230	
Lunch	Howard Beach JFK Airport	A	N182	0230 - 0300	
*General Duties- see below	Broad Channel	A S	N183	0310 - 0500	
*Major Duties Floors- see below	Broad Channel	A S	N183	0500 - 0545	
*Major Duties- see below	Broad Channel	A S	N183	0545 - 0610	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Howard Beach JFK Airport	A	N182	0620 - 0700	
Report Off Duty.	Howard Beach JFK Airport	A	N182	0700 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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. Mol all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.					
**Major Duty Cleaning- pick up supplies for Broad Channel station. Sun: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.					
Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Thur: Employee Toilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from N182-Howard Beach Main Supply Rooms. Restock Chemical And Paper Supplies					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 131 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0491 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Far Rockaway Mott A N196 0700 - 0830 Report On Duty In Full Uniform. *General Duties- see below Αv Far Rockaway Mott A N196 0830 - 0930 **Major Duty- see below Αv Far Rockaway Mott A N196 0930 - 1000 ***Public Toilet Duties – Check & Stock Supplies **Elevator Duties -Far Rockaway Mott A N196 1000 - 1030 Clean and polish [ELE #497 & ELE # 498]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and Av 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 A N196 1030 - 1100 Lunch ***RTO Facilities Duties Far Rockaway Mott A N196 1100 - 1200 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 A N196 1200 - 1300 ***Public Toilet Duties – see below Far Rockaway Mott A N196 1300 - 1500 *General Duties- see below Report Off Duty. Far Rockaway Mott A N196 1500 -*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways and outside Complex area including parking lot. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for Mott Ave. Sun: Booth (N196) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Pick Up Supplies From N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room-& Supervisor Office: Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Supv Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Fri: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Sat: Employee Toilets- Clean and Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. ***Public Toilet Duties (Public toilet closed 1200-1300 for cleaning) Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.

Task subject to change and/or chance.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 132 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			
SC0491A Station South		0700 - 1500			
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	A	N195	0700 - 0820	
*Major Duties- see below	Beach 25 St	A	N195	0820 - 0920	
*General Duties- see below	Beach 36 St	A	N194	0930 - 1050	
Lunch	Beach 36 St	A	N194	1050 - 1120	
*Major Duties- see below	Beach 36 St	A	N194	1120 - 1220	
*General Duties- see below	Beach 44 St	A	N193	1230 - 1350	
*Major Duties- see below	Beach 44 St	A	N193	1350 - 1450	
Report Off Duty.	Beach 25 St	A	N195	1500 -	
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 pigeor 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 stains on floor at base 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 employ restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your of duty.	trash anine of				
*Major Duty Cleaning- pick up supplies from Beach 60th St. Sun: Booth (N195, N194 and N193) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Pick Up Supplies from N192 Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguis 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 chemica 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 equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffit stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, ptowels, toilet seat covers) and soap as needed.	hers. I (if i and				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 133 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0491B Station South		1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	A	N195	1500 - 1620
*Major Duties- see below	Beach 25 St	A	N195	1620 - 1720
*General Duties- see below	Beach 36 St	A	N194	1730 - 1850
Lunch	Beach 36 St	A	N194	1850 - 1920
*Major Duties- see below	Beach 36 St	A	N194	1920 - 2020
*General Duties- see below	Beach 44 St	A	N193	2030 - 2150
*Major Duties- see below	Beach 44 St	A	N193	2150 - 2250
Report Off Duty.	Beach 25 St	A	N195	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 are including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. 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 floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, as sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and e restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during of duty.	pigeon n all trash mezzanine ADA base of nd mployee			
All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty che 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 brust 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: 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, refriger microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Exti Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinf housing.	e, electric h. Remove stock rator, inguishers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#	
SC0491C Station South		2300 - 0700			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. *General Duties- see below	Beach 25 St	A	N195	2300 - 0015	
*Major Duty Floors- see below	Beach 25 St	A	N195	0015 - 0130	
*Major Duties- see below	Beach 25 St	A	N195	0130 - 0210	
*General Duties- see below	Beach 36 St	A	N194	0220 - 0320	
Lunch	Beach 36 St	A	N194	0320 - 0350	
*Major Duty Floors- see below	Beach 36 St	A	N194	0350 - 0410	
*Major Duties- see below	Beach 36 St	A	N194	0410 - 0500	
*General Duties- see below	Beach 44 St	A	N193	0510 - 0615	
*Major Duties- see below	Beach 44 St	A	N193	0615 - 0650	
Report Off Duty.	Beach 25 St	A	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 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 on 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 be 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 em restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during you of duty.	s igeon all trash nezzanine DA ase of i				
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine fleall stairway landings. 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, refriger microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extin Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinf housing. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chen 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 de equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all grastickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissu 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 hands	guishers. ect nical yers (if affiti and he, paper				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0492 Station South		Hours 0700 - 1500		
				27
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Beach 67 St	A	N191	0700 - 0830
*General Duties- see below				
*Elevator Cleaning Duties - see below	Beach 67 St	A	N191	0830 - 0930
**Major Duties- see below	Beach 67 St	A	N191	0930 - 1030
(List major duty to be performed from major duty list) Lunch	Beach 67 St	A	N191	1030 - 1100
*General Duties- see below	Beach 60 St	A	N192	1110 - 1310
**Major Duties- see below	Beach 60 St	A	N192	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 67 St	A	N191	1420 - 1500
Report Off Duty	Beach 67 St	A	N191	1500 -
Report on Buty	Beach of St			1200
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 soon as needed.				

Task subject to change and/or chance.

towels, toilet seat covers) and soap as needed.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#	
SC0492A	Station South		1500 - 2300		277	
INSTRUCTIONS	S	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty In *General Duties- se		Beach 67 St	A	N191	1500 - 1630	
*Elevators Cleaning	Duties- see below	Beach 67 St	A	N191	1630 - 1730	
*Major Duties- see	below	Beach 67 St	A	N191	1730 - 1830	
Lunch		Beach 67 St	A	N191	1830 - 1900	
*General Duties- se	e below	Beach 60 St	A	N192	1910 - 2110	
*Major Duties- see	below	Beach 60 St	A	N192	2110 - 2210	
	insanitary conditions and correct. emove all spills from floors.	Beach 67 St	A	N191	2220 - 2300	
Report Off Duty	•	Beach 67 St	A	N191	2300 -	
around all street sta disinfect all stairwa including OMNY v droppings from all receptacles. Dust m floors. Mop all stair tactile as required. I trash receptacle. Cla sticker/glue residue.	insanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft irways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & y handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas alidators, 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 trash op and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine way 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 ean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee the entire station upon arriving and departing each station you are assigned to clean during your tour					
all levels (street, me	emove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on ezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry com.					
Sun: Scrubber Roor bottles. Wipe down Mon: Q-Panels/Win Tue: Employee Toi hand dryers (if equi all graffiti and stick (toilet tissue, paper Wed: Pick Up Sup Thur: Sweep all stre Fri: Employee Faci microwave, fans, ar	ing- pick up supplies for Beach 67th and Beach 60th St stations n- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical Fire Extinguishers. Restock supplies. d Breakers: Remove stains and scuff marks from "Panels" on platforms. lets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric pped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove ers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock towels, toilet seat covers) and soap as needed. plies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. eet stairways and deck wash all street stairways and handrails. lity 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. g-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect					

Task subject to change and/or chance.

housing.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			
SC0493 Station South	0700 - 1500			2777	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Beach 90 St	A S	N184	0700 - 0900	
*General Duties- see below					
**Major Duties- see below (List major duty to be performed from major duty list)	Beach 90 St	A S	N184	0900 - 1030	
Lunch	Beach 90 St	A S	N184	1030 - 1100	
*General Duties- see below	Beach 98 St	A S	N185	1110 - 1310	
**Major Duties- see below	Beach 98 St	A S	N185	1310 - 1410	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Beach 90 St	A S	N184	1420 - 1500	
Report Off Duty.	Beach 90 St	A S	N184	1500 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 mezzaning floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours			
SC0493A Station South INSTRUCTIONS	1500 - 2300			2777	
	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. General Duties- see below	Beach 90 St	A S	N184	1500 - 1700	
Major Duties- see below	Beach 90 St	A S	N184	1700 - 1830	
Lunch	Beach 90 St	A S	N184	1830 - 1900	
General Duties- see below	Beach 98 St	A S	N185	1910 - 2110	
Major Duties- see below	Beach 98 St	A S	N185	2110 - 2210	
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors	Beach 98 St	A S	N185	2220 - 2300	
Report Off Duty.	Beach 90 St	A S	N184	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 mezzaning floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- pick up supplies for Beach 90th and Beach 98th St Stations. Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue,	e				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours 2300 - 0700			RC#
2.			277
ATION	LINE	воотн	HOURS
ch 90 St	A S	N184	2300 - 0100
1 00 04	A C	N1104	0100 0145
ch 90 St	A S	N184	0100 - 0145
ch 90 St	A S	N184	0145 - 0230
ch 90 St	A S	N184	0230 - 0300
ch 98 St	A S	N185	0310 - 0500
ch 98 St	A S	N185	0500 - 0545
ch 98 St	A S	N185	0545 - 0620
ch 90 St	A S	N184	0630 - 0700
ch 90 St	A S	N184	0700 -

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J00#	HOURS			RC#	
SC0494 Station South	0700 - 1500			2777	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Rockaway Park Beach 116 St	A S	N187	0700 - 0800	
*General Duties- see below					
**Major Duties- see below	Rockaway Park Beach 116 St	A S	N187	0800 - 0845	
***Public Toilet Duties – Check & Stock Supplies	Rockaway Park Beach 116 St	A S	N187	0845 - 0915	
*General Duties- see below	Beach 105 St	A S	N186	0925 - 1025	
**Major Duties- see below	Beach 105 St	A S	N186	1025 - 1115	
Lunch	Beach 105 St	A S	N186	1115 - 1145	
***Public Toilet Duties – See Below	Rockaway Park Beach 116 St	A S	N187	1200 - 1300	
*RTO Facilities-see below	Rockaway Park Beach 116 St	A S	N187	1300 - 1400	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Rockaway Park Beach 116 St	A S	N187	1400 - 1500	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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	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 faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including 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					
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Pick Effective Date: 2023 STAC Summer Pick 7/16/2023

Hours Job# SC0495 1500 - 2300 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 1500 -York St N530 Report On Duty In Full Uniform. York St N530 1500 - 1700 *General Duties- see below. N100 1710 - 1910 High St A C *General Duties- see below. 1910 - 1940 High St N100 A C Lunch *Major Duties- see below. High St A C N100 1940 - 2140 York St N530 2150 - 2300 **Major Duties. York St N530 2300 -Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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 : Clean Disinfect S/B side of Island Platform, all ADA Tactiles Friday / Saturday **Major Duty Cleaning: N530 Sunday/ Monday : Clean Disinfect N/B side of Island Platform, all ADA Tactiles Tuesday/ Wednesday : Clean Disinfect S/B side of Island Platform, all ADA Tactiles Thursday/Friday : Clean and Disinfect Trash Receptacles, Shine Cylinder : Clean and Disinfect Canister Housing Island Platform

Task subject to change and/or chance.

Saturday

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0496 1400 - 2200 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N103 1400 -Jay St Metrotech A C F Report On Duty In Full Uniform. Jay St Metrotech A C F N103 1400 - 1530 **Major Duties N103 Mezz A Jay St Metrotech A C F N103 1530 - 1830 *General Duties 1830 - 1900 Jay St Metrotech N103 A C F Lunch **Major Duties Jay St Metrotech A C F N103 1900 - 2000 2000 - 2200 Jay St Metrotech A C F N103 *General Duties Jay St Metrotech A C F N103 2200 -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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all 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 Tues/Friday: Clean and remove stains from behind S/B Platform Stairways closed behind chrome railings Saturday:

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

JUD#			110	ui 3		NC:
SC0497	Station South		140	0 - 2200		276
INSTRUCTIO	NS	STA	TION	LINE	воотн	HOURS
	Sunday	-Saturday				
Report On Duty	In Full Uniform.	Jay S	St Metrotech	R	C003	1400 -
*General Duties-		Jay S	St Metrotech	R	C003	1400 - 1530
**Major Duties-	see below.	Jay S	St Metrotech	A C F	N103	1540 - 1740
***RTO Duties-	see below.	Jay S	St Metrotech	A C F	N103	1740 - 1810
Lunch		Jay S	St Metrotech	A C F	N103	1810 - 1840
*General Duties-	see below.	Jay S	St Metrotech	R	C003	1850 - 1950
****Elevator Du	ties- see below.	Jay S	St Metrotech	A C F	N103	2000 - 2155
Report Off Duty.		Jay S	St Metrotech	R	C003	2200 -
down & disinfect areas including C and station signs. on floor areas. En disinfect gutters a ft.) Clean all ledg and employee res during your tour	stairways including. Scrap all mezzanines, control areas, platforms, underpass, at all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEDMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe of Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stairmpty booth trash, clean exterior booth panels and booth windows (use water only and sanitary bases. Remove all pigeon droppings from all railings, stairways, plat ges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all to strooms. Deodorize the entire station upon arriving and departing each station you of duty.	EETs/HXT) in control Outlets. Clean all windows ns, spills and drag marks r). Disinfect all urine areas, form and outside areas (3 ouch points. Clean EFR				
Sunday thru Satu	arday: Sweep all Street and Platform Stairways in unmanned mezzanine. Clean ins, drag marks. Empty Trash Receptacles, clean stains and Disinfect inside and					
women/men restr trash cans, sweep	ies Duties Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locooms. Wipe down all surfaces including Quench machines, tables and seats and so, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed AND PAPER STOCK SUPPLIES.	modesty panels. Empty all				
Elevator Duties						
exterior panel/led station. Remove	[706,707,708,709] Remove gum. Sweep, mop and disinfect elevator floors. Wipelges on all levels (street, mezzanine and platforms). Clean interior and exterior gl graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills a dry rag from top to bottom.	ass on all elevators in the				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 144 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# 1500 - 2300 SC0498 **Station South** 2769 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** A C G N108 1500 - 1830 Report On Duty In Full Uniform. Hoyt Schermerhorn Perform *General Duties- see below Hoyt Schermerhorn A C G N108 1830 - 1900 Lunch N108 1900 - 2100 Perform *General Duties- see below Hoyt Schermerhorn A C G Perform *Major Cleaning (2000-2100) N108 Hoyt Schermerhorn A C G 2100 - 2300 Perform *General Duties- see below N108 Report Off Duty. Hoyt Schermerhorn A C G 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-Sun: Booth- Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- (SB Platform) Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Trash Receptacles - Deck Mop, Clean and Disinfect ALL SB Platform Trash Receptacles Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- (NB Platform) Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		I	Hours		RC#
SC0499	Station South	1	1500 - 2300		2769
INSTRUCTIO	ONS	STATION	LINE	ВООТН	HOURS
	Sunday-Sat	turday			
Perform *Gener	y In Full Uniform. ral Duties- Upper / Lower SB Platforms (1500-1630) ral Duties- Upper / Lower NB Platforms (1640-1830)	Nostrand Av	A C	N116	1500 - 1830
Lunch		Nostrand Av	A C	N116	1830 - 1900
Perform *Gener	ral Duties- Ramps & Control Area	Nostrand Av	A C	N116	1910 - 2100
	ral Duties- As Needed r Cleaning (2200-2240)	Nostrand Av	A C	N116	2100 - 2250
Report Off Duty		Nostrand Av	A C	N116	2300 -
around all streed disinfect all stain including OMN station signs. We spills and drag including Disinfect all uriplatform and out all touch points.	s-Daily for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways irway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in the area of the stairways. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Concept down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. marks on floor areas. Empty booth trash, clean exterior booth panels and booth window in areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all ratiside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/s. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and detected to clean during your tour of duty.	s. Wipe down & n control areas lean all windows and Remove all stains, ws (use water only). ilings, stairways, glue residue. Sanitize			
Sun: SB Trash Mon: NB Trash Tue: Refuse Ho housing. Wed: Thu: SB Bench Fri: NB Benche	Pleaning- NOSTRAND Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles in Receptacles- Deck wash, Clean and Disinfect ALL NB Trash Receptacles ousing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket was nes-Wipe down, clean, and bucket wash ALL SB benches. Bucket wash underneath and es-Wipe down, clean, bucket wash ALL NB benches. Bucket wash underneath and arousing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash	around All benches und All benches			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	н	ours		RC#
SC0500 Station South	1:	500 - 2300		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	,			
Report On Duty In Full Uniform. Perform *General Duties- see below	Utica Av	A C	N120	1500 - 1650
Perform *General Duties- see below	Kingston Throop Avs	С	N119	1700 - 1830
Lunch	Kingston Throop Avs	С	N119	1830 - 1900
Perform *General Duties- see below	Kingston Throop Avs	С	N119	1900 - 1950
Perform *Elevator Cleaning (2010-2050) Perform *Major Cleaning (2100-2250)	Utica Av	A C	N120	2000 - 2250
Report Off Duty.	Utica Av	A C	N120	2300 -
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 control 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, a platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue result 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.	ol areas l windows and e all stains, e water only). stairways, sidue. Sanitize			
*Major Duty Cleaning-UTICA AV Sun: Refuse Room (SB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all deb 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 empt bottles. Wipe down Fire Extinguishers. Restock supplies Tue: Stairways- Bucket & Deck Wash [P6AB/P8AB]. Bucket & Deck Wash area underneath. Remove all stirue: Stairways- Bucket & Deck Wash [P5AB/P7AB]. Bucket & Deck Wash area underneath. Remove all stirue: Refuse Room (NB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all deboxes. Remove loose debris from refuse inserts and disinfect Thu: Stairways- Bucket & Deck Wash [P10AB/P12AB]. Bucket & Deck Wash area underneath. Remove all Thu: Stairways- Bucket & Deck Wash [P9AB/P11AB]. Bucket & Deck Wash area underneath. Remove all s Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguis 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.	ckers. ckers. cbris and empty stickers. tickers.			
***Elevator Duties- EL344, EL345, EL346 Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe d edge with a dry rag from top to bottom.	in the station.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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 Note- If public restrooms are out of service, listed General Duties will be performed	Broadway Junction	A C	N124	1530 - 1600
"A" Line tower on Rockaway side	Broadway Junction	A C	N124	1800 - 1830
Lunch	Broadway Junction	A C	N124	1830 - 1900
**Public Restroom Duties— see below Note- If public restrooms are out of service, listed Close public restrooms 1900 hours General Duties will be performed:	Broadway Junction	A C	N124	1900 - 2000
*General Duties- see below	Broadway Junction	A C	N124	2000 - 2300
Report Off Duty.	Broadway Junction	A C	N124	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platforms, mezzanine M5 s/w next to booth leading to Transit District 33). Clean/Scrap all front entrance that leads to buses. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash all trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Public Toilet Duties 1900-2000 Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
****Major Duty Cleaning Sun/Fri: Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon/Wed: Queens Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tues/Thu: Manhattan Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0501A 1500 - 2300 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 1500 -Broadway Junction A C N124 Report On Duty In Uniform. A C N124 1500 - 1800 **Broadway Junction** *General Duties- see below A C N124 1800 - 1850 **Broadway Junction** *Major Duties- see below **Broadway Junction** N124 1900 - 1930 Lunch **Broadway Junction** A C N124 1940 - 2130 *General Duties- see below Broadway Junction A C N124 2130 - 2300 *General Duties- see below A C N124 2300 -Report Off Duty. **Broadway Junction** *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 surfaceswalls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Mon/Wed/Sat: Bucket wash over path and s/w's.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0502 Station South		1500 - 2300		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Euclid Av	A C	N128	1500 - 1530
***Public Toilet Duties (Check and stock supplies)				
*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	Euclid Av	A C	N128	1800 - 1830
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.				
Lunch	Euclid Av	A C	N128	1830 - 1900
***Public Toilet Duties – See Below	Euclid Av	A C	N128	1900 - 2000
****RTO Facilities Duties	Euclid Av	A C	N128	2000 - 2100
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 PROVIDOWN CLEANING AND PAPER STOCK SUPPLIES.	II DE			
*General Duties- see below	Euclid Av	A C	N128	2100 - 2300
Report Off Duty *General Duties-Daily	Euclid Av	A C	N128	2300 -
inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft uround all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstites, HEETs/HXT) in control areas neluding 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 tras receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzani 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 of rash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for Euclid Ave station Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Fue: 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. Remov all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock toilet tissue, paper towels, toilet seat	ne Ze S. an			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#		Tours		RC#
SC0503 Station South	1	1500 - 2300		2777
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties- see below	Ozone Park Lefferts Blvd	A	N141	1500 - 1630
**Major Duty- see below	Ozone Park Lefferts Blvd	A	N141	1630 - 1730
**Elevator Duties - Clean and polish [ELE #462 & ELE#463]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	Ozone Park Lefferts Blvd	A	N141	1730 - 1800
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDIOWN CLEANING AND PAPER STOCK SUPPLIES.		A	N141	1800 - 1840
Lunch	Ozone Park Lefferts Blvd	A	N141	1840 - 1910
*General Duties- see below	111 St	A	N139	1920 - 2050
**Major Duties- see below	111 St	A	N139	2050 - 2150
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Ozone Park Lefferts Blvd	A	N141	2200 - 2300
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzaning floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for Lefferts Blvd and 111th Street: Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. True: 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. R		A	N141	2300 -

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0504 1500 - 2300 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Howard Beach JFK A N182 1500 - 1730 Report On Duty In Full Uniform. Airport *General Duties- see below N182 1730 - 1830 Howard Beach JFK A **Major Duties- see below Airport N182 Howard Beach JFK 1830 - 1900 Lunch Airport Broad Channel N183 1910 - 2110 A S *General Duties- see below 2110 - 2210 Broad Channel N183 A S **Major Duties- see below N182 2220 - 2300 Howard Beach JFK A *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Airport Howard Beach JFK A Report Off Duty. N182 2300 -Airport *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for Broad channel Station Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Pick Up Supplies From N182-Howard Beach Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

J0D#		ours		RC#
SC0505 Station South	15	500 - 2300		2777
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Rockaway Park	A S	N187	1500 - 1600
*General Duties- see below	Beach 116 St			
***Public Toilet Duties – Check & Stock Supplies	Rockaway Park	A S	N187	1600 - 1620
	Beach 116 St Beach 105 St	A C	N186	1630 - 1730
*General Duties- see below	Beach 105 St	A S A S	N186	1730 - 1730
**Major Duties- see below	Beach 105 St	A S	N186	1820 - 1850
Lunch	Rockaway Park	A S	N187	1900 - 2000
***Public Toilet Duties – See Below	Beach 116 St			
**Major Duties- see below	Rockaway Park Beach 116 St	A S	N187	2000 - 2045
*RTO Facilities-see below	Rockaway Park Beach 116 St	A S	N187	2045 - 2145
*General Duties- see below	Rockaway Park Beach 116 St	A S	N187	2145 - 2300
Report Off Duty.	Rockaway Park	A S	N187	2300 -
	Beach 116 St			
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon				
droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning- pick up supplies for Beach 116th st and Beach 105th St. Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Pick Up Supplies From N192-Beach 60th St Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing.				
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				
***Public Toilet Duties: Closed at 1900 hrs. Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0506 1500 - 2300 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Far Rockaway Mott A N196 1500 - 1630 Report On Duty In Full Uniform. *General Duties- see below Αv Far Rockaway Mott A N196 1630 - 1730 **Major Duties- see below Αv Far Rockaway Mott A N196 1730 - 1800 ***Public Toilet Duties – Check & stock supplies **Elevator Duties -Far Rockaway Mott A N196 1800 - 1830 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. 1830 - 1900 Far Rockaway Mott A N196 Lunch Far Rockaway Mott A N196 1900 - 2000 ***Public Toilet Duties – see Below ***RTO Facilities Duties Far Rockaway Mott A N196 2000 - 2100 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 A N196 2100 - 2300 *General Duties- see below Far Rockaway Mott A Report Off Duty N196 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 and outside Complex area including parking lot. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- pick up supplies for Mott Ave. Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms. Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Pick Up Supplies From N192-Beach 60th St Main Supply Rooms. Restock Chemical And Paper Supplies. Thur: Sweep all street stairways and deck wash all street stairways and handrails. Fri: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing ***Public Toilet Duties: Closed at 1900 hrs. Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		urs		RC#
SC0507 Station South	230	00 - 0700		276
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Sweep All Stairways. Perform **General Duties-see below Major Duty (0030-0100) Major Duty Floors (0100-0130)	Broadway	G	N412	2300 - 0130
Perform **General Duties-see below Major Duty (0230-0300) Major Duty Floors (0300-0330)	Flushing Av	G	N414	0140 - 0330
Lunch	Flushing Av	G	N414	0330 - 0400
Perform **General Duties-see below Major Duty (0450-0520) Major Duty Floors (0520-0550)	Myrtle Willoughby Avs	G	N415	0410 - 0550
Sweep All Stairways. Scrap Mezzanine And Platform. Empty All Trash Receptacles. Correct All Unsanitary Condition	Bedford Nostrand Avs	G	N417	0600 - 0700
Report Off Duty.	Bedford Nostrand Avs	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. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 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.	ngs. ne I efuse a are			
*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, 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: 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	nove			
FLUSHING Sat: Deliver Dry/Chemical Supplies				
MYRTLE-WILLOUGHBY				

Task subject to change and/or chance.

Sat: Deliver Dry/Chemical Supplies

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0508 Station South		Hours 2300 - 0700		RC#
				276
INSTRUCTIONS Sunday-Saturday	STATION	LINE	ВООТН	HOURS
· · · · · · · · · · · · · · · · · · ·	Enoughlin Ass	I C	N1114	2200 0220
Report On Duty In Full Uniform. Perform *General Duties- (Stairways, Outside Area, N/S/B Platforms)	Franklin Av	C	N114	2300 - 0220
Perform *General Duties- (Shuttle Platform, Bridge to Walkway, Control Area)				
Perform Elevator Duties (0030-0130)				
Perform Escalator Duties (0130-0220)				
Lunch	Franklin Av	C	N114	0220 - 0250
Perform *General Duties- see below	Park Place	S	B009	0300 - 0420
Perform *Major Cleaning (0350-0420)	D.			
Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes loose debris from refuse inserts and disinfect.	s. Remove			
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 che				
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	s. Remove			
oose debris from refuse inserts and disinfect.				
Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chem	ical			
bottles. Wipe down Fire Extinguishers. Restock supplies.	D.			
Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. loose debris from refuse inserts and disinfect.	Remove			
Perform *General Duties- see below	Franklin Av	С	N114	0430 - 0540
Perform *Major Cleaning (0430-0540)	Trankini Av		1114	0430 - 0340
Sun: Refuse Room (Shuttle) - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and em	npty			
poxes. Remove loose debris from refuse inserts and disinfect.	7.7			
Sun: Refuse Housing (C Platforms)-Wipe down exterior panel. Remove loose debris from housing floor. Bucket w	ash and			
disinfect housing.				
Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chen	nical			
bottles. Wipe down Fire Extinguishers. Restock supplies				
Tue: Refuse Housing (C Platforms)-Wipe down exterior panel. Remove loose debris from housing floor. Bucket w disinfect housing.	asn and			
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 chem	nical			
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 fl				
all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile a	S			
required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Franklin Av	С	N114	0700 -
Report Off Duty. *General Duties-Nightly	Franklin Av		N114	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scra	n 3ft			
around all street stairways including Bus stop adjacent to station along Franklin Av . Scrap all mezzanines, control				
platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equip				
MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. R				
pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome				
all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platfo				
mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. S ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor				
of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all to				
points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire				
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				
Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down to	he safety			
edge with a dry rag from top to bottom. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497				
Shutdown and clean [ESC 352]. Remove gum and damp mop upper and lower landings. Clean and polish exterior	and			
interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue resid				
handrails and overhead Annunciators.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC#
SC0509 Station South		2300 - 0700		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturd	lay			
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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Cl around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. W disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in coincluding OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Ren 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/glue all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departyou are assigned to clean during your tour of duty.	ripe down & ntrol areas all widows and nove all stains, use water only). gs, stairways, residue. Sanitize			
**Major Duty Cleaning- Sun/Tue/Fri: -Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debraces. Remove loose debris from refuse inserts and disinfect. Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, 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 embottles. Wipe down Fire Extinguishers. Restock supplies.	guishers. nguishers. microwave. Empty			
***Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mez 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 housing	tactile as			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Hours		RC#
SC0509A	Station South		1500 - 2300		2771
INSTRUCTIO	DNS	STATION	LINE	ВООТН	HOURS
	Sunday-Satur	day			
Report On Duty *General Duties-		Parkside Av	Q	B014	1500 - 1800
*Major Duty Cle	eaning	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 Cle	eaning	Beverley Rd	Q	B017	2110 - 2150
*General Duties-	- see below	Parkside Av	Q	B014	2200 - 2300
Report Off Duty	•	Parkside Av	Q	B014	2300 -
around all street disinfect all stair including OMNY station signs. Wi spills and drag n Disinfect all urin platform and out all touch points.	or unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Of stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. It way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean per down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remarks on floor areas. Empty booth trash, clean exterior booth panels and booth windows are areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railing trailing areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glu Clean EFR and employee restrooms. Deodorize the entire station upon arriving and deput to clean during your tour of duty."	Wipe down & ontrol areas n all widows and move all stains, (use water only). ngs, stairways, e residue. Sanitize			
refuse inserts and Mon: Supply Ro Wed: Supply Ro Thu: Employee I trash can, sweep, Sat: Scrubber Ro	efuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove	tinguishers. tinguishers. , microwave. Empty			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0510 Station South	2300 - 0700		2771	
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 rallings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/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. **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 graffit and stickers including 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- SunTue/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 F	e Si i			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Station South		Hours		RC#
SC0511	Station South		2300 - 0700		2769
INSTRUCTI(ONS Sunday-Saturday	STATION	LINE	ВООТН	HOURS
Damant On Dut	In Full Uniform	Nassau Av	G	N408A	2300 - 0030
Perform *Gener	ral Duties-see below	Nassau Av	l d	N400A	2300 - 0030
	Duty Floors (2400-0030) ral Duties-see below	Greenpoint Av	G	N405	0040 - 0320
Perform **Elev Perform *Major	ator Duties (0150-0220) Duty Floors (0220-0250) Duty (0250-0320)	Greenpoint Av	U	11403	0040 - 0320
Lunch	Daty (0230 0320)	21 St	G	N401	0330 - 0400
Perform *Gener Perform *Major	ral Duties-see below Duty Floors (0500-0555) Duty (0555-0650)	21 St	G	N401	0400 - 0650
Report Off Dut		Nassau Av	G	N408A	0700 -
around all stree underpass, and Turnstiles, HEE droppings from receptacles. Dufloors. Mop all tactile as requirtrash receptacle Clean and disinarriving and de *Major Duty FRemove dust ball stairway lan required. Disinferent put Clean and polis floors. Wipe do exterior glass o	for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft at stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Ts/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pige all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trast mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzaristairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA ed. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch point fect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon parting each station you are assigned to clean during your tour of duty. Noors-Nightly and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. It is all touch points are as an areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	ash nine state of the state of			
Mon: Deliver D	ALST: om- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers. bry/Chemical Supplies to Station ober Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemown Fire Extinguishers. Restock supplies. busing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect Toilets- Clean Men and Women's Bathrooms: Wipe down all surfaces- walls, modesty panels, vanity hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet be all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenis let tissue, paper 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 Extinguisher and booth [booth # N401] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges	oowl sh			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0512 Station South	2300 - 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 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize entire station at the beginning and end of each tour.					
**Major Duty Cleaning-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					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0513 Station South	2300 - 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 booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Sun: - Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Sat: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down for FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down					
***Public Toilet Duties- If toilets are out of service, listed General duties will be performed Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497					
Shutdown and clean [ESC 346]. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mol all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as	p				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0514 Station South	0700 - 1500			2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	STATION	LINE	воотп	HOURS	
Report On Duty In Full Uniform.	Atlantic	Q	R610	0700 -	
*General Duties- see below	Av-Barclays Ctr Atlantic	2 3 4 5	R610	0700 - 1000	
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	Av-Barclays Ctr	2343			
*Elevator Duties (EL307) -see below	Atlantic Av-Barclays Ctr	Q	R610	1000 - 1030	
Lunch	Atlantic Av-Barclays Ctr	Q	R610	1030 - 1100	
*Major Duties - see below	Atlantic Av-Barclays Ctr	Q	R610	1100 - 1200	
Clean and polish stainless steel adjacent to S/W ML1-2-3, P9, P10	Atlantic Av-Barclays Ctr	Q	R610	1200 - 1230	
Scrap and disinfect head house area on street level and transport trash to refuse room	Atlantic Av-Barclays Ctr	Q	R610	1230 - 1300	
*Elevator Duties (EL307) -see below	Atlantic Av-Barclays Ctr	Q	R610	1300 - 1330	
*Light General Duties- see below	Atlantic Av-Barclays Ctr	Q	R610	1330 - 1500	
Report Off Duty	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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.					
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0515 Station South	0700 - 1500			2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	STATION	LINE	воотп	HOUKS	
Sunday-Saturday	Atlantic	D N R	C009	0700 -	
Report On Duty In Uniform.	Av-Barclays Ctr	DNK	2009	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	DNR	C009	0715 - 1000	
*Public Toilet Duties - see below	Atlantic Av-Barclays Ctr	DNR	C009	1000 - 1030	
*Elevator Duties (EL301, EL302 & EL303) -see below	Atlantic Av-Barclays Ctr	D N R	C009	1030 - 1100	
Lunch	Atlantic Av-Barclays Ctr	D N R	C009	1100 - 1130	
*Major Duties - see below	Atlantic Av-Barclays Ctr	DNR	C009	1130 - 1230	
Clean and disinfect employee restroom & facility rooms on paid and unpaid mezzanine	Atlantic Av-Barclays Ctr	DNR	C009	1230 - 1330	
*Elevator Duties (EL301) -see below	Atlantic	D N R	C009	1330 - 1400	
*Light General Duties- see below	Av-Barclays Ctr Atlantic	DNR	C009	1400 - 1500	
Report Off Duty	Av-Barclays Ctr Atlantic Av-Barclays Ctr	D N R	C009	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. *Public Toilet Duties Clean Men and Women public toilets: Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed)					
**Elevator Duties Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
*Major Duty Cleaning- Sun: Clean Booth C009 Interior & Exterior: Mop Floor, Wipe Down Walls, and Dust Ledges Mon: Deck Wash walls and Floor in EFR Located in C009 Unpaid Mezzanine Including Locker Rooms Tue: Deck Wash Walls and Floor in Employee Toilet & locker room Located In C009 Unpaid Mezzanine. Clean Urinal, Sink and Mirror. Wipe Down All Dispensers – Replenish Paper and Soap Supplies Wed: Deck Wash Walls and Floor in EFR Located in C009 Paid Mezzanine Next to Newsstand-Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Deck Wash Walls and Floor in C009 Unpaid and Paid Mezzanine, Scrubber Rooms, CTA Slop Sink Room Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Clean and polish all AFC equipment by C009 control area					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0516	Station South	1500 - 2300			277	
INSTRUCTIO		STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty	In Full Uniform.	Newkirk Plaza	B Q	B019	1500 -	
**Public Restro	om 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 Restro	om 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/corre	ct unsanitary condition/Scrap station	Newkirk Plaza	B Q	B019	2235 - 2300	
Report Off Duty	7.	Newkirk Plaza	B Q	B019	2300 -	
including OMN station signs. W spills and drag in Disinfect all uring platform and out all touch points.	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). The 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 if to clean during your tour of duty.					
Clean Men and (if equipped) disand stickers incl	om Duties- 1900 Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers spensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti uding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, ilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.					
Sensors and Fire Mon:Supply Ro Tue/Sat: Refuse inserts and disin Wed: Supply Ro Thu: Employee trash can, sweep Fri: Scrubber Ro	oth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon e Extinguishers. Empty garbage. Remove all debris. om- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from refus					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		
SC0517 Station South		0700 - 1500		277
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Sa	turday			
Report On Duty In Full Uniform.	Church Av	B Q	B016	0700 -
*General Duties- see below Open Public Toilet @ 0700	Church Av	B Q	B016	0700 - 0830
**Public Restroom Duties	Church Av	B Q	B016	0830 - 0900
*General Duties - see below	Parkside Av	Q	B014	0910 - 1050
***Major Duties "Cleaning"- see below	Parkside Av	Q	B014	1050 - 1120
Lunch	Parkside Av	Q	B014	1120 - 1150
**Public Restroom Duties	Church Av	B Q	B016	1200 - 1300
*General Duties - see below	Church Av	B Q	B016	1300 - 1430
***Major Duties "Cleaning"- see below	Church Av	B Q	B016	1430 - 1500
Report Off Duty.	Church Av	B Q	B016	1500 -
disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) is including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Constation signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windo Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all resplatform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and dragou 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 (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reoper	lean all widows and Remove all stains, ws (use water only). illings, stairways, glue residue. Sanitize eparting each station electric hand dryers a. Remove all graffiti e stock (toilet tissue,			
***Major Duty Cleaning- Sun: - Clean booth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges 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 I Tue/Thur/Sat: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Fri: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerat trash can, sweep, mop and disinfect floors. Wipe down top of FX.	Extinguishers. Extinguishers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours				
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 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3f around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 stair spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water on Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. San all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each staryou are assigned to clean during your tour of duty.	and ns, nly). , nitize				
**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 box 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. 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.	ces. Empty				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	ı	Hours		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	B Q S	B013	0830 - 0900	
*Public Toilet Duties- see below	Prospect Park	BQS	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	BQS	B013	1240 - 1320	
General Duties- see below Major Duties	Prospect Park	B Q S	B013	1320 - 1500	
Report Off Duty.	Prospect Park	B Q S	B013	1500 -	
**General Duties Sweep all stairs wipe all handrails. Scrap all mezzanines, control areas and platforms disinfect all unsanitary conditions, deck all stains and drag marks, feces, urine, empty clean and disinfect all trash receptacle, remove all stickers, graffiti or non-painted surfaces. Wipe down all AFC equipment turnstile, MVM's, gates in control areas including OMNY validate HPI's. Wipe down all Digital Ad Panels. Clean booth exterior windows clean all supplies room remove all empty boxes. Clean mop and disinfect employee facility room, bathroom & public bathroom. Clean and disinfect refuse housing daily. Clean all mops, empty all mop buckets at the end of tour. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major duties: Daily Clean booth interior, exterior, mop booth floor, wash walls, dust ledges, clean booth interior & exterwindows *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. (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 to bottom.	ors,				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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.

2023 STAC Summer Pick

Job# Hours SC0520 0700 - 1500 **Station South HOURS INSTRUCTIONS STATION** LINE **BOOTH Monday-Friday** 0700 -Sheepshead Bay ΒQ B027 Report On Duty In Full Uniform. Sheepshead Bay ΒQ B027 0700 - 0800 *General Duties - See below Sheepshead Bay ΒQ B027 0800 - 0830 ***Major Duties - see below ΒQ B027 **Public Restroom Duties- see below Sheepshead Bay 0830 - 0900 Brighton Beach ΒQ B029 0910 - 1030 *General Duties - See below Brighton Beach ΒQ B029 1030 - 1130 ****RTO Facilities Duties - See below Brighton Beach ΒQ B029 1130 - 1200 Lunch ΒQ B029 1200 - 1300 **Public Restroom Duties- see below Brighton Beach 1310 - 1420 B025 Avenue U Q ****General Duties Cleaning- see below Avenue U B025 1420 - 1450 O ***Major Duties - see below 1500 -Report Off Duty. Sheepshead Bay ΒQ B027 *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels- street, mezzanine and platforms. Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator door sills. ***Major Duty Cleaning Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue/Thur: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. ****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

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Job#	н	ours		RC#
SC0520 Station South	07	700 - 1500		2772
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Saturday-Sunday				
Report On Duty In Full Uniform.	Sheepshead Bay	B Q	B027	0700 -
*General Duties - See below	Sheepshead Bay	B Q	B027	0700 - 0800
***Major Duties - see below	Sheepshead Bay	B Q	B027	0800 - 0830
**Public Restroom Duties- see below	Sheepshead Bay	B Q	B027	0830 - 0900
*General Duties - See below	Brighton Beach	B Q	B029	0910 - 1130
Lunch	Brighton Beach	B Q	B029	1130 - 1200
**Public Restroom Duties- see below	Brighton Beach	B Q	B029	1200 - 1300
*General Duties - See below	Avenue U	Q	B025	1310 - 1420
***Major Duties - see below	Avenue U	Q	B025	1420 - 1450
Report Off Duty.	Sheepshead Bay	B Q	B027	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 at station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanit 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. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryc (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 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- Sun: - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges includin	ize on ers fitti e,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	I	Hours		RC#
SC0521 Station South		0700 - 1500		2772
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Sat	urday			
Report On Duty In Full Uniform.	Ocean Pkwy	Q	B032	0700 -
*General Duties- see below	Ocean Pkwy	Q	B032	0700 - 0900
**Major Duty Cleaning	Ocean Pkwy	Q	B032	0900 - 0950
*General Duties- see below	Neck Rd	Q	B026	1000 - 1230
Lunch	Neck Rd	Q	B026	1230 - 1300
**Major Duty Cleaning	Neck Rd	Q	B026	1300 - 1350
*General Duties- see below	Ocean Pkwy	Q	B032	1400 - 1500
Report Off Duty.	Ocean Pkwy	Q	B032	1500 -
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 including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Cl station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth window Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all rai platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/g all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and de you are assigned to clean during your tour of duty. **Major Duty Cleaning-	. Wipe down & control areas ean all widows and Remove all stains, vs (use water only). lings, stairways, lue residue. Sanitize			
Sun: - Clean booth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges 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 E Tue: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris an Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire I Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerat 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 bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose inserts and disinfect.	extinguishers. Id empty boxes. Extinguishers. or, microwave. Empty empty chemical			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

SC0522	Station South	1500 - 2300			2766
				ВООТИ	
INSTRUCTIONS		STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				_
Report On Duty In I	Full Uniform.	7 Av	B Q	B004	1500 -
*General Duties- see	e below	7 Av	B Q	B004	1500 - 1700
*Major Duty - Bootl	h - see below - Sun Only	7 Av	B Q	B004	1600 - 1700
*Public Toilet Dutie	s - see below	Prospect Park	B Q S	B013	1705 - 1735
*General Duties- see	e below	Prospect Park	B Q S	B013	1735 - 1900
*Major Duty - Bootl	h - see below - Sat Only	Prospect Park	B Q S	B013	1800 - 1900
Lunch		Prospect Park	B Q S	B013	1900 - 1930
*Light General Duti	es- see below	7 Av	B Q	B004	1940 - 2100
*Light General Duti	es- see below	Prospect Park	BQS	B013	2110 - 2250
Report off Duty		7 Av	B Q	B004	2300 -
passageways. Wipe of HEETs/HXT) in control Outlets. Clean all wireceptacles. Remove booth windows (use from all railings, staticker/glue residue. rooms and scrubber during your tour of of *Light General Dutionstation for unsanitary Disinfect all urine and *Public Toilet Dutie Clean Men and Won and stickers including towels, toilet seat control of the total outlets and the towels and the towels are toweld the total outlets and the towels are toweld the towels are toweld the towels are toweld the towels are toweld the toweld	y conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. reas, empty all trash receptacles. s nen public toilets: Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti gresidue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper overs and soap as needed) ng Booth- 7th Avenue Sun: Clean sinks and dust ledges.				
*Major Duty Cleaning	rand exterior, mop floor, wipe down walls, and dust ledges. and exterior, mop floor, wipe down walls, and dust ledges.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

SC0523 Station South	15	2769		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
			воотп	HOURS
Sunday-Sat				
Report On Duty In Full Uniform.	Franklin Av	C	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)			7.000	1000 1000
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)				
Perform ***Esc & Elevators Cleaning- (2115-2215)	Franklin Av	С	N114	2020 - 2250
Perform *Major Cleaning (2215-2250)				
Report Off Duty.	Bedford Nostrand	G	N417	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 including Bus stop adjacent to station along Franklin Av. Scrap all mezzani	* I			
platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polis				
(MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital				
FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfer				
tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth tras				
booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanita				
pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and be				
graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restroom	s. Deodorize the entire			
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	or and exterior			
panel/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 doors sills. Clean and				
edge with a dry rag from top to bottom.	wipe down the safety			
edge with a dry rag from top to bottom.				
*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 E	vtinguishers			
Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerate				
	or, incrowave. Empty			
trash can, sweep, mop and disinfect floors. Wipe down top of FX.	1			
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.				
FRANKLIN AV				
Sun: Back Room Area- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extin				
Mon: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigera	tor, microwave.	1		
Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX.		1		
Wed: SB Trash Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles		1		
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			
bottles. Wipe down Fire Extinguishers. Restock supplies.				
Sat: Shuttle Trash Receptacles- Deck wash, Clean and Disinfect ALL SB Trash Receptacles		1		
an onance Trash recognition Dock wash, Clean and Distinct ALL 5D Trash Recognities				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours			RC#	
SC0524	Station South	1	.500 - 2300		27	
INSTRUCTION	IS .	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty In	1 Full Uniform.	Church Av	B Q	B016	1500 -	
**Public Restroom	n Duties	Church Av	B Q	B016	1500 - 1530	
*General Duties- s	see below	Church Av	B Q	B016	1530 - 1830	
***Major Duty Cl	eaning	Church Av	B Q	B016	1830 - 1900	
**Public Restroom		Church Av	B Q	B016	1900 - 1930	
Lunch		Church Av	B Q	B016	1930 - 2000	
*General Duties- s	see below	Cortelyou Rd	Q	B018	2010 - 2140	
***Major Duty Cl		Cortelyou Rd	Q	B018	2140 - 2210	
*General Duties- s		Church Av	B Q	B016	2215 - 2300	
Report Off Duty.		Church Av	B Q	B016	2300 -	
including OMNY station signs. Wipe spills and drag man Disinfect all urine platform and outsidall touch points. C	ray 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 e down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all staircrks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water or 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. Sar clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each state of clean during your tour of duty.	ns, nly). s, nitize				
(if equipped) dispe and stickers includ	n Duties formen public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand disensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all grading residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tise t seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.	raffiti				
Sensors and Fire E Mon:Supply Room Tue/Sat: Refuse He Remove loose deb Wed: Supply Room Thu: Employee Fa trash can, sweep, r Fri: Scrubber Room	eaning- n [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halor Extinguishers. Empty garbage. Remove all debris. n- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Jousing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes from refuse inserts and disinfect. m- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. In actility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. In most more more more more more more more more	xes.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Н		RC#	
SC0524A	Station South		23	00 - 0700		2771
INSTRUCTIONS	3	ST	ΓATION	LINE	BOOTH	HOURS
	Sunday-Satu	rday				
Report On Duty In *General Duties- se		Ch	nurch Av	B Q	B016	2300 - 0045
*Major Duty Floors	- see below	Ch	nurch Av	B Q	B016	0045 - 0130
*Public Restroom [Outies	Ch	nurch Av	B Q	B016	0130 - 0200
*Major Duty Clean	ing	Ch	nurch Av	B Q	B016	0200 - 0230
Lunch		Ch	nurch Av	B Q	B016	0230 - 0300
*General Duties- se	e below	Co	ortelyou Rd	Q	B018	0310 - 0430
*Major Duty Floors	s- see below	Co	ortelyou Rd	Q	B018	0430 - 0510
*Major Duty Clean	ing	Co	ortelyou Rd	Q	B018	0510 - 0550
*General Duties- se	te below Open Public Toilets @ 0700	Ch	nurch Av	B Q	B016	0600 - 0700
Report Off Duty.	<u> </u>	Ch	nurch Av	B Q	B016	0700 -
disinfect all stairwa including OMNY v station signs. Wipe spills and drag mark Disinfect all urine a platform and outsid all touch points. Cle	dirways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. It y handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in a alidators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Cle down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Residues on floor areas. Empty booth trash, clean exterior booth panels and booth windows areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railing eareas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/gluena EFR and employee restrooms. Deodorize the entire station upon arriving and dependent during your tour of duty."	control areas an all widows and emove all stains, s (use water only). ings, stairways, ue residue. Sanitize				
(if equipped) disper and stickers including	n Duties men public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, ensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. In gresidue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper s seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening	Remove all graffiti tock (toilet tissue,				
boxes. Remove loos Mon: Supply Room Wed: Supply Room Thur: Scrubber Roo bottles. Wipe down Sat: Employee Faci	ing- se Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all do se debris from refuse inserts and disinfect. In- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers and floor. Clean and organize the room. Discard all debris and Fire Extinguishers. Restock supplies. Ity Room- Wipe down all surfaces including lockers, Quench machines, refrigerator top and disinfect floors. Wipe down top of FX	extinguishers. extinguishers. empty chemical				
all stairway landing	s-Nightly and gum from floors. Remove all stains, spills, and drag marks from platform and m s. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean AD all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse hou	OA tactile as				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

100#	<u> </u>	nouis		
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	B Q	B024	1500 - 1650
*General Duties- see below	Avenue J	Q	B021	1700 - 1850
Closed Public Toilet @ 1900 Public Restroom Duties	Kings Hwy	B Q	B024	1900 - 1930
Lunch	Kings Hwy	B Q	B024	1930 - 2000
*General Duties - see below	Kings Hwy	B Q	B024	2000 - 2100
*General Duties - see below	Avenue J	Q	B021	2110 - 2210
***Elevator Duties- EL760, EL761	Kings Hwy	B Q	B024	2220 - 2250
****Major Duty Cleaning- Deodorize Station	Kings Hwy	B Q	B024	2250 - 2300
Report Off Duty	Kings Hwy	B Q	B024	2300 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down addisinfect all stairway handrails. Clean and polish AFC 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 state spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water of Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairway platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Satal touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each sayou 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 of the quipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gand stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet time 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	s and ins, only). vs, anitize station dryers graffiti ssue,			
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 sequence graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the 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 Hale 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 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. trash can, sweep, mop and disinfect floors. Wipe down top of FX.	tation. e safety on s from			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0526 1500 - 2300 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** G011 1500 -West 8 St NY F Q Report On Duty In Full Uniform. Aquarium G011 West 8 St NY F Q 1500 - 1900 *General Duties- see below. Aquarium West 8 St NY F Q G011 1800 - 1900 **Major Duty (Monday/Friday)- see below. Aquarium West 8 St NY F Q G011 1930 - 2000 Lunch Aquarium Neptune Av N562 2010 - 2210 *General Duties- see below. 2220 - 2300 West 8 St NY FQ G011 **Escalator Duties- See Below. Aquarium G011 2300 -West 8 St NY F Q Report off duty. 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 [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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	1		RC#	
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 - 1600
**Major Duty Cleaning-	Ocean Pkwy	Q	B032	1600 - 1630
*General Duties- see below	Avenue U	Q	B025	1640 - 1820
**Major Duty Cleaning-	Avenue U	Q	B025	1820 - 1850
Lunch	Avenue U	Q	B025	1850 - 1920
*General Duties - see below	Neck Rd	Q	B026	1930 - 2100
**Major Duties Cleaning - see below	Neck Rd	Q	B026	2100 - 2130
*General Duties - see below	Ocean Pkwy	Q	B032	2140 - 2300
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 Fi				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			H	RC#			
SC0526B	Station South		0700 - 1500			2768	
INSTRUCTIO	NS		STATION	LINE	воотн	HOURS	
	Sunda	ny-Saturday					
Report on Duty in *General Duties-	see below		West 8 St NY Aquarium	F Q	G011	0700 - 1030	
*Major Duty (Sur Lunch	nday thru Saturday 1000-1030)- see below		West 8 St NY Aquarium	F Q	G011	1030 - 1100	
*Escalator Duties	s - see Below		West 8 St NY Aquarium	F Q	G011	1110 - 1200	
*General Duties-			West 8 St NY Aquarium	F Q	G011	1210 - 1340	
*General Duties-	see below 'hurs/Fri/Sat 1415-1500)- see below		Neptune Av	F	N562	1345 - 1500	
Report off duty.	Huls/Fil/Sat 1413-1300)- See Delow		West 8 St NY Aquarium	F Q	G011	1500 -	
around all street spassageways. Wir HEETs/HXT) in from all railings, receptacles. Dust floors. Mop all stactile as required trash receptacle. Clean and disinfe	r unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and stairways including ADA ramp. Scrap all mezzanines, control areas, platforms, pe down & disinfect all stairway handrails. Clean and polish AFC equipment (control areas including OMNY validators. Wipe down all digital ad panels. Re stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrom mop and remove gum from floors. Remove all stains, spills, and drag marks frairway landings. Deck brush and disinfect gutters, sanitary bases and platform d. Disinfect all urine areas. Clean interior of trash receptacle base and remove Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residuent refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodoriuming each station you are assigned to clean during your tour of duty.	underpass, and MVMs, Turnstiles, move all pigeon droppings to tops on all trash from platform and mezzanine ends. Spot clean ADA stains on floor at base of e. Sanitize all touch points.					
*Major Duty Clea Sunday thru Satu	aning: rday: Remove pigeon dropping in unmanned mezzanine area. Clean/Scrap 3ft	around all street area.					
microwave. Empt Fri: Scrubber Roc bottles. Wipe dov .Sat: Booth- Clea	aning: Facility Room/ Supply Rooms- Wipe down all surfaces including lockers, Quenty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Forms - Deck wash walls and floor. Clean and organize the room. Discard all down Fire Extinguishers. Restock supplies. In booth G011 interior and exterior. Sweep and mop floor, wash walls, dust top Extinguishers. Empty garbage. Remove all debris.	ebris and empty chemical					
Shutdown and cle exterior and inter-	s- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, ean ESC #335. Remove pigeon droppings, gum and damp mop upper and lower ior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffit drails and overhead Annunciators.	er landings. Clean and polish					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

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Hours

RC#

SC0527	Station South		500 - 2300		2772
INSTRUCTIO		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	In Full Uniform.	Sheepshead Bay	B Q	B027	1500 -
*General Duties-		Sheepshead Bay	B Q	B027	1500 - 1620
**Public Restroo	om Duties	Sheepshead Bay	B Q	B027	1620 - 1650
*General Duties-	see below	Brighton Beach	B Q	B029	1700 - 1900
**Public Restroc	om Duties - Close Public Toilet @ 1900	Brighton Beach	B Q	B029	1900 - 1945
Lunch		Brighton Beach	B Q	B029	1945 - 2015
*General Duties-	see below	Avenue M	Q	B022	2025 - 2125
***Major Duty (Cleaning	Avenue M	Q	B022	2125 - 2150
*General Duties-	Public Restroom Duties	Sheepshead Bay	B Q	B027	2200 - 2300
Report Off Duty.		Sheepshead Bay	B Q	B027	2300 -
including OMNY station signs. Wij spills and drag me Disinfect all urin platform and outsall touch points. you are assigned **Public Restroot Clean Men and Version (if equipped) disj	way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas a validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and 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). The 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 restrooms. Deodorize the entire station upon arriving and departing each station to clean during your tour of duty. The Duties Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers pensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiting residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue,				
***Major Duty C Sun: - Clean boo Sensors and Fire Mon:Supply Roo Tue/Sat: Refuse I Remove loose de Wed: Supply Roo Thu: Employee F trash can, sweep, Fri: Scrubber Roo	Cleaning- th [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Extinguishers. Empty garbage. Remove all debris. the Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. The Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tacility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty, mop and disinfect floors. Wipe down top of FX. The Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms. Remove empty boxes are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. Wipe down top of FX. The Tidy and Organize supply rooms are considered floors. The Tidy and Organize supply rooms are considered floors. The Tidy and Organize supply rooms are considered floors. The Tidy and Organize supply rooms are considered floors. The Tidy and Organize supply rooms are considered floors. The T	у			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Ho	ours		RC#
SC0528	Station South	23	00 - 0700		2772
INSTRUCTION	ONS	STATION	LINE	ВООТН	HOURS
	Sunday-Satu	ırday			
Report On Duty	y In Uniform.	9 Av	D	E001	2300 -
*General Duties	s- see below	9 Av	D	E001	2300 - 0040
**Major Duties	s Floors- see below	9 Av	D	E001	0040 - 0130
*General Duties	s - see below	Fort Hamilton Pkwy	D	E003	0140 - 0300
**Major Duty l	Floors - See below	Fort Hamilton Pkwy	D	E003	0300 - 0330
Lunch		Fort Hamilton Pkwy	D	E003	0330 - 0400
*General Duties	s- see below	50 St	D	E004	0410 - 0530
**Major Duty l	Floors- see below	50 St	D	E004	0530 - 0600
*General Duties	s- see below	9 Av	D	E001	0610 - 0700
Report Off Dut	y.	9 Av	D	E001	0700 -
around all stree disinfect all sta- including OMN station signs. W spills and drag Disinfect all uri platform and or all touch points	s-Daily for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). It stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Irway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in NY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clear down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remarks on floor areas. Empty booth trash, clean exterior booth panels and booth window ine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all rail autside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/gles. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and depend to clean during your tour of duty.	Wipe down & control areas an all widows and emove all stains, s (use water only). ings, stairways, ue residue. Sanitize			
all stairway lan	Floors-Nightly alls and gum from floors. Remove all stains, spills, and drag marks from platform and nidings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean AI fect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse hou	DA tactile as			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC#
SC0529 Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Avenue U	N	D015	1500 -
*General Duties- see below	Avenue U	N	D015	1500 - 1620
**Major Duties Cleaning- see below	Avenue U	N	D015	1620 - 1650
*General Duties- see below	86 St	N	D016	1700 - 1900
**Major Duties Cleaning- see below	86 St	N	D016	1900 - 1930
Lunch	86 St	N	D016	1930 - 2000
*General Duties- see below	Bay 50 St	D	E016	2015 - 2130
**Major Duties Cleaning- see below	Bay 50 St	D	E016	2130 - 2200
*General Duties- see below	Avenue U	N	D015	2210 - 2300
Report Off Duty.	Avenue U	N	D015	2300 -
*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 wide 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 water Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairs 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 each 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 debrirefuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chebottles. Wipe down Fire Extinguishers. Restock supplies.	ows and stains, er only). vays, Sanitize a station s from			
Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty che 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 cher bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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 and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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. Morall stairway landings. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0531	Station South		2300 - 0700		2772
INSTRUCTIO	ONS	STATION	LINE	воотн	HOURS
	Sunday-Sa	turday			
Report On Duty	In Full Uniform.	Bay Pkwy	D	E014	2300 -
*General Duties-	- see below	Bay Pkwy	D	E014	2300 - 0100
**Elevator Dutie	es- 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 -
around all street disinfect all stair including OMNY station signs. Wi spills and drag n Disinfect all urin platform and out all touch points.	or unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) is a validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. On the performance of the performance of the property of the property of the performance of the	s. Wipe down & n control areas lean all widows and Remove all stains, ws (use water only). iilings, stairways, glue residue. Sanitize			
Elevator Duties					
exterior panel/lecstation. Remove	a [EL376, EL377, 378] Remove gum. Sweep, mop and disinfect elevator floors. Wipedges on all levels (street, mezzanine and platforms). Clean interior and exterior glass graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean dry rag from top to bottom.	on all elevators in the			
all stairway land	Floors-Nightly lls and gum from floors. Remove all stains, spills, and drag marks from platform and ings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean and the areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse h	ADA tactile as			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Н	ours		RC#
SC0531A Station South		23	00 - 0700		2772
INSTRUCTIONS	S	STATION	LINE	ВООТН	HOURS
Sunday-	Saturday				
Report On Duty In Full Uniform.	В	Bay 50 St	D	E016	2300 - 0030
*General Duties- see below				7016	
*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	В	Bay 50 St	D	E016	0200 - 0230
*General Duties- see below	2	25 Av	D	E015	0250 - 0420
*Major Duty Floors- see below	2	25 Av	D	E015	0420 - 0550
*Major Duty Cleaning- see below	2	25 Av	D	E015	0550 - 0620
*General Duties- see below	В	Bay 50 St	D	E016	0630 - 0700
Report Off Duty.	В	Bay 50 St	D	E016	0700 -
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 including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacle spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth win Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and stick all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving an you are assigned to clean during your tour of duty"	O in control areas Clean all widows and es. Remove all stains, dows (use water only). railings, stairways, er/glue residue. Sanitize				
"					
*Major Duty Cleaning-Sun: - Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigement 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 Fir Tue: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fir Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrig 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 bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris Remove loose debris from refuse inserts and disinfect."	e Extinguishers. and empty boxes. re Extinguishers. erator, microwave. Empty nd empty chemical				
"Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform a all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clea required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse	n ADA tactile as				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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	DFNQ	G009	2300 - 0030
*General Duties- N/Q platform - see below	Coney Island Stillwell Av	DFNQ	G009	0030 - 0300
Lunch	Coney Island Stillwell Av	DFNQ	G009	0300 - 0330
****Major Duty Cleaning- CSC Booth Daily	Coney Island Stillwell Av	DFNQ	G009	0330 - 0430
**Major Duty Floors-Nightly D/F/N/Q/Overpass	Coney Island Stillwell Av	DFNQ	G009	0430 - 0530
***Elevator Duties- EL701, EL702	Coney Island Stillwell Av	DFNQ	G009	0530 - 0600
*General Duties - Open Public Toilets @ 0700	Coney Island Stillwell Av	DFNQ	G009	0600 - 0700
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	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. 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. 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				
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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 -
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 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/g residue. Sanitize all touch points. Clean EFR and employee 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 - Syeep 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	vs			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC#
SC0534 Station South		0700 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Sa	turday			
Report On Duty In Full Uniform.	36 St	D N R	C018	0700 -
Clean, stock and open Public Restrooms @ 0700 hours	36 St	DNR	C018	0700 - 0715
*General Duties- see below	36 St	DNR	C018	0715 - 0915
*General Duties- see below	45 St	R	C019	0920 - 1120
Lunch	36 St	DNR	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	DNR	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 around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, upassageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVM HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Unit Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chromosteceptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove a sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clear rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you a during your tour of duty. *Light General Duties	Inderpass, and Is, Turnstiles, Its, FDNY Standpipe The tops on all trash To booth panels and To all pigeon droppings To graffiti, stickers, and To and organize supply			
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass 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 bru and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper towels, toilet seat covers and soap as needed)	sh. Remove all graffiti			
*Major Duty Cleaning- 36th Street Sun: Clean Booth C018 Interior & Exterior: Mop Floor, Wipe Down Walls, and Dust Ledges Mon: Deck Wash walls and Floor in EFR Tue: Deck Wash Walls and Floor in Employee Toilet room. Clean Urinal, Sink and Mirror. Wipe D Replenish Paper and Soap Supplies Wed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator A Thu: Deck Wash Walls and Floor in Scrubber Rooms, CTA Slop Sink Room Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Clean and polish all AFC equipment	-			
*Major Duty Cleaning- 45th Street Sun: Clean Booth C019 Interior & Exterior: Mop Floor, Wipe Down Walls, and Dust Ledges Mon: Deck Wash walls and Floor in EFR Tue: Deck Wash Walls and Floor in Employee Toilet room Clean Urinal, Sink and Mirror. Wipe Do Replenish Paper and Soap Supplies Wed: Bucket Wash Canister Housing On N/S/B Platforms. Thu: Deck Wash N/B Platform Tile Wall.	own All Dispensers –			

Task subject to change and/or chance.

Fri: Deck Wash S/B Platform Tile Wall.

Sat: Deck Wash C019 Mezzanine Tile Walls- Unpaid And Paid.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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	DNR	C018	1400 - 1500
Lunch	36 St	DNR	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	DNR	C018	1830 - 1900
Report Off Duty.	36 St	DNR	C018	1900 -
*Light General Duties				
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Public Toilet Duties Clean Men and Women public toilets: Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed).				
Elevator Duties Clean and polish. Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		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			G020	0040 0010
*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	DNR	C018	0615 - 0700
Open Public Restrooms at 0700 hours Report Off Duty.	36 St	DNR	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 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. 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 Eff; Floors/Walls/Fixtures. Tue: 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 Group Hills of the state of the	y			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Hours		RC#
SC0535	Station South		0700 - 1500		2772
INSTRUCTIO	ONS	STATION	LINE	воотн	HOURS
	Sund	ay-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	7.	Fort Hamilton Pkwy	D	E003	1500 -
around all street disinfect all stai including OMN station signs. W spills and drag i Disinfect all uri platform and ou all touch points.	for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and a stairways. Scrap all mezzanines, control areas, platforms, underpass, and passarway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/IY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Ouipe down sandboxes. Empty, disinfect and clean chrome tops on all trash recepmarks on floor areas. Empty booth trash, clean exterior booth panels and booth ne areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from tside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and selection of Clean EFR and employee restrooms. Deodorize the entire station upon arriving that to clean during your tour of duty.	ageways. Wipe down & HXT) in control areas tlets. Clean all widows and stacles. Remove all stains, windows (use water only). In all railings, stairways, sticker/glue residue. Sanitize			
Halon Sensors a Mon: Refuse Pa inserts and disin Tue: Cleaning Q Wed: Supply Ro Thu: Employee trash can, sweep Fri: Scrubber Ro bottles. Wipe do	an booth [booth E-003] interior and exterior. Sweep and mop floor, wash walls and Fire Extinguishers. Empty garbage. Remove all debris. goda - Deck wash walls and floor. Discard all debris and empty boxes. Remove	te loose debris from refuse atforms. of Fire Extinguishers. efrigerator, microwave. Empty ris and empty chemical			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0536 Station South		1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Kings Hwy	N	D012	1500 -
*General Duties- see below	Kings Hwy	N	D012	1500 - 1600
***RTO Facility at Highlawn Entrance	Kings Hwy	N	D012	1600 - 1700
*General Duties- see below	20 Av	N	D009	1710 - 1845
*Major Duty Cleaning- see below	20 Av	N	D009	1845 - 1930
Lunch	20 Av	N	D009	1930 - 2000
*General Duties- see below	Bay Pkwy	N	D010	2010 - 2200
*Major Duty Cleaning- see below	Bay Pkwy	N	D010	2200 - 2250
Report Off Duty.	Kings Hwy	N	D012	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 [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 suppliesSat: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. ***RTO Facilities Duties- Note-If RTO Facility is closed, listed General Duties will be performed.	,			
Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC#
SC0537 Station South		0700 - 1500		2772
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	71 St	D	E009	0700 -
*General Duties- see below	71 St	D	E009	0700 - 0900
**Major Duties Cleaning- see below	71 St	D	E009	0900 - 0930
**General Duties - see below	79 St	D	E011	1000 - 1130
**Major Duties Cleaning- see below	79 St	D	E011	1130 - 1200
Lunch	79 St	D	E011	1200 - 1230
**General Duties- see below	18 Av	D	E012	1240 - 1350
**Major Duties Cleaning- see below	18 Av	D	E012	1350 - 1420
**General Duties- see below	71 St	D	E009	1420 - 1500
Report Off Duty.	71 St	D	E009	1500 -
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 at including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wis 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, stain 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 each you are assigned to clean during your tour of duty.	wn & reas dows and l stains, ter only). rways, e. Sanitize			
**Major Duty Cleaning- Sun: Booth- Clean booth [booth E-003] interior and exterior. Sweep and mop floor, wash walls, dust top of ledg 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 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 Extinguisher Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microve 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 che bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on S/B platforms.	m refuse ers. vave. Empty			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0538	Station South		0700 - 1500		2772
INSTRUCTION	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturda	ny			
Report On Duty I	n 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 -
disinfect all stairvincluding OMNY station signs. Wip spills and drag made Disinfect all urine platform and outs all touch points. C	tairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wi vay handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in convalidators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean are down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remarks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings ide areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue reclean EFR and employee restrooms. Deodorize the entire station upon arriving and departito clean during your tour of duty.	trol areas all widows and ove all stains, se water only). s, stairways, esidue. Sanitize			
Elevator Duties					
exterior panel/ledgestation. Remove g	[EL376, EL377, 378] Remove gum. Sweep, mop and disinfect elevator floors. Wipe dow ges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean as dry rag from top to bottom.	elevators in the			
Halon Sensors an Mon/Fri: Refuse I inserts and disinfe Tue: Cleaning Q- Wed: Supply Roo Thu: Employee F trash can, sweep,	n booth [booth E-003] interior and exterior. Sweep and mop floor, wash walls, dust top of Fire Extinguishers. Empty garbage. Remove all debris. Pagoda - Deck wash walls and floor. Discard all debris and empty boxes. Remove loose of	lebris from refuse			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0539 Station South	0	700 - 1500		2772
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	DFNQ	G009	0700 -
*General Duties- Open Public Bathroom @ 0700	Coney Island Stillwell Av	DFNQ	G009	0700 - 0900
**Public Restroom Duties	Coney Island Stillwell Av	DFNQ	G009	0900 - 1000
Lunch	Coney Island Stillwell Av	DFNQ	G009	1000 - 1030
****Major Duties Cleaning- see below	Coney Island Stillwell Av	DFNQ	G009	1030 - 1130
***Elevator Duties- EL701, EL702	Coney Island Stillwell Av	DFNQ	G009	1130 - 1200
**Public Restroom Duties	Coney Island Stillwell Av	DFNQ	G009	1200 - 1300
*General Duties - See below	Coney Island Stillwell Av	DFNQ	G009	1300 - 1500
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	1500 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Restroom Duties- If public bathroom is out of service or assigned to someone else General Duties apply Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
Elevator Duties				
Clean and Polish [EL701, EL702] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
****Major Duty Cleaning-Sun/Tue/Sat: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon:/WedSupply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0539A Station South	0	800 - 1600		2772
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform	Coney Island Stillwell Av	DFNQ	G009	0800 -
*General Duties- see below	Coney Island Stillwell Av	DFNQ	G009	0800 - 1000
****Major Duty Cleaning- CSC Booth	Coney Island Stillwell Av	DFNQ	G009	1000 - 1100
Lunch	Coney Island Stillwell Av	DFNQ	G009	1100 - 1130
**Elevator Duties- EL701, EL702	Coney Island Stillwell Av	DFNQ	G009	1130 - 1200
*General Duties- see below	Coney Island Stillwell Av	DFNQ	G009	1200 - 1400
****Major Duty Cleaning- CSC Booth	Coney Island Stillwell Av	DFNQ	G009	1400 - 1500
**Major Duty Cleaning	Coney Island Stillwell Av	DFNQ	G009	1500 - 1600
Report off Duty.	Coney Island Stillwell Av	DFNQ	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. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#		
SC0540 Station South	1500 - 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0541	Station South		1500 - 2300		2772
INSTRUCTIO	ONS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty	y In Full Uniform.	79 St	D	E011	1500 -
*General Duties	s- see below	79 St	D	E011	1500 - 1710
**Major Duties	Cleaning- see below	79 St	D	E011	1710 - 1750
Lunch		79 St	D	E011	1750 - 1820
*General Duties	s - see below	18 Av	D	E012	1830 - 1950
**Major Duties	Cleaning- see below	18 Av	D	E012	1950 - 2020
*General Duties	s - see below	71 St	D	E009	2030 - 2210
**Major Duties	Cleaning- see below	71 St	D	E009	2210 - 2250
Report Off Duty		79 St	D	E011	2300 -
around all stree disinfect all stai 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/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 IY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and lipe 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). In areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, atside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize areas 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 at Mon: Supply R Wed: Scrubber bottles. Wipe do Thu: Scrubber I bottles. Wipe do Sat: Scrubber R	efuse Pagoda- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC
SC0542 Station South		1500 - 2300		277
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	20 Av	D	E013	1740 - 1930
***Major Duties Cleaning- see below	20 Av	D	E013	1930 - 2000
Lunch	20 Av	D	E013	2000 - 2030
*General Duties- see below	25 Av	D	E015	2040 - 2130
***Major Duties Cleaning- see below	25 Av	D	E015	2130 - 2200
*General Duties- see below	Bay Pkwy	D	E014	2210 - 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. 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. Elevator Duties Clean and Polish [EL376, EL377, EL378] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior are 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 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. Fri: Cleaning Q-P	e and the the			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0543 Station South	1	1500 - 2300		2772
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	DFNQ	G009	1500 -
*General Duties- see below	Coney Island Stillwell Av	DFNQ	G009	1500 - 1720
***Elevator Duties- EL701, EL702	Coney Island Stillwell Av	DFNQ	G009	1720 - 1800
Lunch	Coney Island Stillwell Av	DFNQ	G009	1800 - 1830
****Major Duties Cleaning- see below	Coney Island Stillwell Av	DFNQ	G009	1830 - 1900
**Public Restroom Duties Closed Bathroom @ 1900	Coney Island Stillwell Av	DFNQ	G009	1900 - 2000
*General Duties- see below	Coney Island Stillwell Av	DFNQ	G009	2000 - 2300
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	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. **Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.				
Elevator Duties Clean and Polish [EL701, EL702] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
****Major Duty Cleaning-Sun/Tue/Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.	7			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 200 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Sepert On Dury in Full Uniform. **General Duties-see below** **Major Duties (0100-0130)-see below** **Lievator Duties—see below** **Major Duty Floors Nighthy—see	Job#	H	lours		RC#
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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 using to clean during your tour of duty. PMajor 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. Pues: 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 broad the state of	spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water on	ly).			
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panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station.		yterior			
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.	arety			
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		s. Mop			
	all stairway landings. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 201 of 482 Date: 6/2/2023

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0545 Station South	2	2300 - 0700		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Parsons Blvd	F	N339A	2300 - 2300
*Perform General Duties - see below	Parsons Blvd	F	N339A	2300 - 0015
*Major Duties "Floors" - see below	Parsons Blvd	F	N339A	0015 - 0100
*General Duties –see below	160 G		212.40.4	0110 0220
*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 (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 exterior 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 year 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. Emptrash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: N340A Scrubber/Storage Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and emptchemical bottles. Wipe down Fire Extinguishers. Restock supplies. SAT: N339A Scrubber Rooms - Dec	all ou			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 202 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0546 Station South		Hours		RC#
		2300 - 0700		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd	F	N338B	2300 -
*General Duties - see below	Sutphin Blvd	F	N338B	2300 - 0015
*Major Duty Floors-see below	Sutphin Blvd	F	N338B	0015 - 0100
*General Duties - see below *Major Duties (0240-0310) -see below	Briarwood	ΕF	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
*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, FDN Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops of trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean 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	Y n all	F	N338B	0700 -
Clean and polish ELE 424. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Note: Task subject to change and/or chance Spot clean ADA Tactile as needed Deck brush & disinfect all gutters/sanitary bases/platform ends as needed throughout the station Wipe down all digital panels, HPI Units, CAI, HEETS and MVM/MEM Clean all AFC equipment including turnstile heads and validators throughout the station				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	ours		RC#
SC0547 Station South	0′	700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0700 - 0930
*General Duties "E" line ONLY- see below Disinfect Men/Women Public Toilet – see below	Jamaica Center	ЕЈΖ	N606	0930 - 1000
Restock toilet paper and soap	Parsons/Archer	EJZ	Nood	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	EJZ	N606	1130 - 1230
Clean chemical/paper supply rooms and cages Organize and stack supplies. Discard empty boxes	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1230 - 1315
*General Duties "E" line ONLY- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1315 - 1500
Report Off Duty.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	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 bus loading area on Archer Avenue between 150 St and Parson Blvd. Disinfect and remove stickers. Clean behind back wall of E412. Scrap unstaffed mezzanine, control area, "E" line island platform. Wipe down & disinfect all stairway handrails. Sweep all stairways leading from "E" platform to "J" platform. Clean and polish AFC equipment (MVMs, Turnstiles) in control area including OMNY validators. Wipe down all digital ad panels at fire hose boxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks of loor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, and outside areas (3 ft.) Clea all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES447. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue. *Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	nd on an			
**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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	H	lours		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	ЕЈΖ	N606	0700 - 0900
*General Duties "J" line ONLY- see below				
*Public Restroom Duties – see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0900 - 0930
*Station Cleaning Duties – see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0930 - 1030
Lunch	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1030 - 1100
*General Duties "J" line ONLY- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1100 - 1500
Report Off Duty.	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 contrarea including OMNY validators. Wipe down all digital ad panels and fire hose boxes. Empty, disinfect and clean chrontops on all trash receptacles. Remove all stains, spills and drag marks on floor 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 staupon arriving and departing each station you are assigned to clean during your tour of duty.	rol me e all			
*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 graf and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, pap towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	fiti			
*Station Cleaning Duties- District Office/ Employee Facilities District Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clear employee toilet inside of office. Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hardryers (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 (toi tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty can, sweep, mop and disinfect floors. Wipe down top of FX.	and all let			
**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 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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Job#	н	lours		RC#
SC0548 Station South	0700 - 1500			2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Saturday-Sunday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0700 - 0930
*General Duties "E" and "J" lines- see below				
*Public Restroom Duties – see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0930 - 1000
*Elevator Duties EL412, EL413 – see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1000 - 1030
Lunch	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1030 - 1100
*General Duties "E" and "J" lines- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1100 - 1500
Report off Duty.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	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. 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 all pigeon droppings from all railings, stairways, and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*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.				
*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 tras can, sweep, mop and disinfect floors. Wipe down top of FX.	h			
**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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		ours		RC#
SC0549 Station South	0	700 - 1500		2774
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Sutphin Blvd Archer Av JFK	ЕЈΖ	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	ЕЈΖ	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	ЕЈΖ	N605	1130 - 1230
*General Duties- see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1230 - 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 urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all 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.		EJZ	N605	1500 -
*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 tracan, sweep, mop and disinfect floors. Wipe down top of FX.				
**Elevator Duties - Clean and polish EL411. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledg on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffi 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.	ti,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Hours			RC#		
SC0549A Station South	0	700 - 1500		2774		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS		
Sunday-Saturday						
Report On Duty In Full Uniform.	Sutphin Blvd Archer Av JFK	ЕЈΖ	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	ЕЈΖ	N605	0730 - 1000		
*Major Duties -see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1000 - 1100		
Lunch	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1100 - 1130		
*General Duties Mezzanine Level- see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1130 - 1400		
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1400 - 1430		
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1430 - 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. *Major Duty Cleaning Sun: Bucket wash N605 Mezzanine urine areas and stairways M7, M5, S3, M8, M4 and S4. Mon: Consolidated Hallway- Clean, dust, deck wash walls and floor. Tue: Employee Toilets- Clean Men's Toilet and Inner room: Wipe down all surfaces including walls, modesty panels, vanity mirrors, electrical hand dryers, dispensers and holders. Clean sink and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans, sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Employee Toilets- Clean Women's Toilet and Inner room: Wipe down all surfaces including walls, modesty panels, vanity mirrors, electrical hand dryers, dispensers and holders. Clean sink and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans, sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap		EJZ	N605	1500 -		

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Job#

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Hours

SC0550 Station South	0700 - 1500			2774	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Jamaica Van Wyck	Е	N604	0700 - 1030	
*General Duties - see below					
*Elevator Duties EL408, EL409 (1000-1030) – see below					
*Major Duty- see below	Jamaica Van Wyck	E	N604	1030 - 1115	
*Station Cleaning Duties - see below	Jamaica Van Wyck		N604	1115 - 1145	
Lunch	Jamaica Van Wyck		N604	1145 - 1215	
*Escalator Duties ES427- see below	Jamaica Van Wyck		N604	1215 - 1310	
	Jamaica Van Wyck		N604	1310 - 1345	
Refuse Room – Deck wash wall and floor. Wipe down FX. Discard all debris and empty boxes. Remove loose debris from	Jamaica van wyck	E	1004	1310 - 1343	
refuse inserts and disinfect.					
*General Duties - see below	Jamaica Van Wyck	Е	N604	1345 - 1500	
Report Off Duty.	Jamaica Van Wyck	Е	N604	1500 -	
*General Duties-Daily					
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
*Major Duty Cleaning- Sun: Booth- Clean booth N604 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon/Fri: Pick up cleaning supplies from N606 Jamaica Center Main Supply Rooms. Restock chemical and paper supplies. Tue/Wed/Thu/Sat: Clean all window ledges, railings and tile walls on stairways.					
**Elevator Duties - Clean and polish EL408, EL409. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES427. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue.					
*Station Cleaning Duties- Facilities Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash					

Task subject to change and/or chance.

can, sweep, mop and disinfect floors. Wipe down top of FX.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Hours		RC#
SC0551 Station	South		0700 - 1500		2774
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Full Uniforn	n.	75 Av	E F	N334B	0700 - 1000
*General Duties- see below					
*Major Duty (0900-1000) - see	below				
*Station Cleaning Duties – see l	below	75 Av	E F	N334B	1000 - 1020
***RTO Jamaica Yard – see be	low	75 Av	ΕF	N334B	1030 - 1230
Lunch		75 Av	ΕF	N334B	1240 - 1310
**General Duties- see below		75 Av	EF	N334B	1310 - 1500
Report Off Duty.		75 Av	E F	N334B	1500 -
disinfect all stairway handrails. including OMNY validators. Wi receptacles. Remove all stains, s booth windows (use water only) from all railings, stairways, plat sticker/glue residue. Sanitize all departing each station you are a *Major Duty Cleaning-Sun: Booth- Clean booth N334E	p all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas pe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and an Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppin form and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and touch points. Clean EFR and Refuse Room. Deodorize the entire station upon arriving an ssigned to clean during your tour of duty. B interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Hall Empty garbage. Remove all debris.	d			
dryers (if equipped) dispensers a	nd Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all sidue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet				
women/men restrooms. Wipe do trash cans, sweep, mop and disir OWN CLEANING AND PAPE	aperintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and own all surfaces including Quench machines, tables and seats and modesty panels. Empty an anticological feet floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDER STOCK SUPPLIES.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		ŀ	Hours		RC#
SC0552 Station South			700 - 1500		2774
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Full Uniform.		Kew Gardens Union Tpke	E F	N336	0700 - 1030
*General Duties - see below		Official Take			
*Station Cleaning Duties - see below		Kew Gardens	ΕF	N336	1030 - 1100
*Major Duty (0930-1030) - see below		Union Tpke			
Lunch		Kew Gardens Union Tpke	E F	N336	1100 - 1130
**Elevator Duties EL434, EL435, EL436 - see below		Kew Gardens Union Tpke	E F	N336	1130 - 1215
*General Duties - see below		Kew Gardens Union Tpke	E F	N336	1215 - 1500
Report Off Duty.		Kew Gardens Union Tpke	E F	N336	1500 -
around all street stairways. Scrap all mezzanines, control ardisinfect all stairway handrails. Clean and polish AFC equipincluding OMNY validators. Wipe down all digital ad panel receptacles. Remove all stains, spills and drag marks on floobooth windows (use water only). Disinfect all urine areas, d from all railings, stairways, platform and outside areas (3 ft sticker/glue residue. Sanitize all touch points. Clean EFR ararriving and departing each station you are assigned to clean *Major Duty Cleaning-	pment (MVMs, Turnstiles, HEETs/HXT) in control areas lls. Empty, disinfect and clean chrome tops on all trash or areas. Empty booth trash, clean exterior booth panels and disinfect gutters and sanitary bases. Remove all pigeon droppings and Clean all ledges and benches. Remove graffiti, stickers, and and employee restrooms. Deodorize the entire station upon in during your tour of duty.				
	eep, mop, disinfect elevator floors. Wipe down interior and blatforms). Clean interior and exterior glass on all elevators on Remove debris from elevator door sills. Clean and wipe down the				
dryers (if equipped) dispensers and holders. Clean sinks and graffiti and stickers including residue. Empty trash cans. Sw tissue, paper towels, toilet seat covers) and soap as needed.	Il surfaces- walls, modesty panels, vanity mirrors, electric hand d faucets. Clean commodes with toilet bowl brush. Remove all veep, mop and disinfect the floor. Replenish paper stock (toilet g lockers, Quench machines, refrigerator, microwave. Empty trash K.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			ours		RC#
SC0553	Station South	0	700 - 1500		2774
INSTRUCTION	NS	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty I	n 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 (100	00-1100) – see below				
Lunch		Jamaica 179 St	F	N343	1100 - 1130
Elevator Duties E	L431, 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 -
bathrooms. Wipe and disinfect floo PROVIDE OWN *Public Restroom Clean Men and W (if equipped) disp and stickers inclu	er, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men down all surfaces including Quench machines, refrigerator, microwave. Empty all trash cans, sweep, mop rs. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MUST CLEANING AND PAPER STOCK SUPPLIES.				
around all street s disinfect all stairs including OMNY receptacles. Remo booth windows (u from all railings, sticker/glue residu Deodorize the ent	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 validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash ove 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 use. Sanitize all touch points. Clean EFR and employee restrooms.				
Sensors and Fire Sat: Clean and po exterior panels/lec station. Remove g	aning- n booth N343 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Extinguishers. Empty garbage. Remove all debris. blish EL431, EL432, EL433. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and diges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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.	169 St	F	N340A	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 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 EFR and employee 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 Esensors and Fire Extinguishers. Empty garbage. Remove all debris. Sun: Booth- Clean booth N339A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Esensors 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, nand disinfect floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MUS PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	oings and Halon Halon			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	ı	Hours		RC#
SC0555 Station South		0700 - 1500		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Satu	rday			
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	EF	N337	1100 - 1130
*Elevator Duties EL424— see below	Briarwood	ΕF	N337	1130 - 1150
*General Duties- see below	Briarwood	E F	N337	1150 - 1330
*Major Duty (1230-1330)- see below				
*General Duties- see below	Sutphin Blvd	F	N338B	1340 - 1500
Report Off Duty.	Sutphin Blvd	F	N338B	1500 -
*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 cincluding OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops of receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior be booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove after a from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove grasticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during you	Wipe down & control areas n all trash ooth panels and all pigeon droppings ffiti, stickers, and			
*Major Duty Cleaning- Sun: Booth- Clean booth N338B interior and exterior. Sweep and mop floor, wash walls, dust top of lec 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 ledg 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 eon all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on statistickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safe rag from top to bottom.	on. Remove graffiti,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0555 A	Ct. t' C I	1500 - 2300			
SC0555A	Station South]	1500 - 2300		2774
INSTRUCTIONS		STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty In	Full Uniform.	Briarwood	E F	N337	1500 - 1800
*Perform General D	Outies - see below				
*Major Duties -see	below s not scheduled General Duties will be performed)	Briarwood	E F	N337	1800 - 1830
	LE # 424 - see below	Briarwood	E F	N337	1830 - 1900
Lunch		Briarwood	E F	N337	1900 - 1930
*Perform General D	Outies/Bathroom Duties - see below	Sutphin Blvd	F	N338B	1940 - 2150
Major Duties - see 7777	below et wash 144 St entrance and unstaffed area.	Sutphin Blvd	F	N338B	2150 - 2250
Report Off Duty.		Briarwood	EF	N337	2300 -
underpass, and pass Turnstiles, HEETs/I Standpipe Outlets. Outrash receptacles. Re and booth windows droppings from all of Sanitize all touch po	irways including the 84th Road Entrance at Briarwood. Scrap all mezzanines, control areas, platforms, ageways. 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 widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all emove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Oints. Clean EFR, scrubber room and employee restrooms. Deodorize the entire station upon arriving and on you are assigned to clean during your tour of duty.				
including Halon Ser Mon: Employee Fac microwave, fans, an Tues: Refuse Housi and disinfect housin Wed: S/B Clean an Thurs: N/B Clean a Fri: Employee Facil microwave, fans, an Sat: Booth- Clean b including Halon Ser Daily: N338B 144	booth N337 (1830-1900) interior and exterior. Sweep and mop floor, wash walls, dust top of ledges moors and Fire Extinguishers. Empty garbage. Remove all debris. 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-S/N/B Platforms - Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash				
Clean and polish El	Note- If Elevators are out of service, listed General Duties will be performed LE 424. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	н	lours		RC#
SC0556 Station South	1:	2774		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Monday-Friday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1500 - 1530
Employee Bathroom Duties -see below				
**Elevator Duties ELE 412, ELE 413 - see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1530 - 1600
* General Duties on E Platform, N607 Mezzanine	Jamaica Center Parsons/Archer	ЕЈΖ	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	ЕЈΖ	N606	1830 - 1900
*Refuse Room Daily Duties: Clean, Disinfect and Bucket wash	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1900 - 1930
*General Duties- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1930 - 2200
*Escalator Duties- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2200 - 2300
*General Duties-Daily E Platform and N607 Mezzanine Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR, scrubber room and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. **Elevator Duties - Clean and polish [ELE 412, ELE 413]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on stati		EJZ	N606	2300 -

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	н	ours		RC#	
SC0557 Station South	1:	1500 - 2300			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Monday-Friday					
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1500 - 1800	
*General Duties-see below					
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 Parsons/Archer	ЕЈΖ	N606	1915 - 1945	
*General Duties-see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1945 - 2200	
*Escalator Duties –see below ECS 438	Jamaica Center Parsons/Archer	EJZ	N606	2200 - 2300	
Report Off Duty.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2300 -	
*General Duties- Monday-Friday, J Platform, N606 Mezzanine and Employee Facilities. Saturday-Sunday, Entire Co-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 areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widow station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all states spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all outside areas (3 Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFI 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.	3ft & ws and ains, only). ft.)				
***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 gand 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.	graffiti				
**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 elevator station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe of safety edge with a dry rag from top to bottom.	ors on				
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Mon-Fri ESC 438, Sunday and Saturday ESC 447 and ESC 438. Remove gum and damp mop 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.					

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Job#		ours		RC 277
SC0557 Station South	1:	1500 - 2300		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Saturday-Sunday				
Report On Duty In Uniform.	Jamaica Center Parsons/Archer	EJZ	N606	1500 - 1800
*General Duties -see below J platform		D 1.7	21606	1000 1000
*Major Duty	Jamaica Center Parsons/Archer	EJZ	N606	1800 - 1900
Lunch	Jamaica Center Parsons/Archer	ЕЈΖ	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.	Jamaica Center Parsons/Archer	EJZ	N606	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 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.	е			
*Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean Mon-Fri ESC 438, Sunday and Saturday ESC 447 and ESC 438. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Ho			RC#	
SC0558	Station South	150	0 - 2300		2774	
INSTRUCTIONS	\mathbf{S}	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty In	Full Uniform.	Sutphin Blvd	ЕЈΖ	N605	1500 - 1530	
*Elevator Duties - s	and halow	Archer Av JFK				
· Elevator Duties - s	ee below	Airport Sutphin Blvd	ЕЈΖ	N605	1530 - 1730	
*Perform General D	Outies Platform Level- see below	Archer Av JFK				
		Airport	E 1.7	21605	1740 1000	
*Perform General D	Outies Platform Level- see below	Sutphin Blvd Archer Av JFK	ЕЈΖ	N605	1740 - 1900	
Terrorm General B	rationii Level- see below	Airport				
Lunch		Jamaica Van Wyck	Е	N604	1900 - 1930	
Perform General D	Outies Mezzanine Level- see below	Jamaica Van Wyck	Е	N604	1930 - 2030	
		Sutphin Blvd	ЕЈΖ	N605	2030 - 2115	
*Elevator Duties - s	see below	Archer Av JFK Airport				
		Sutphin Blvd	ЕЈΖ	N605	2125 - 2200	
*Perform General Duties Mezzanine Level- see below	Outies Mezzanine Level- see below	Archer Av JFK				
		Airport	F 1.7	21605	2200 2200	
Major Duty Refuse	room daily see below	Sutphin Blvd Archer Av JFK	ЕЈΖ	N605	2200 - 2300	
Major Daty Relase	Toolii dairy see below	Airport				
Report Off Duty.		Sutphin Blvd	EJZ	N605	2300 -	
*General Duties-Da		Archer Av JFK Airport				
	insanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft	Anport				
	irways including around Head House at JVW. Scrap all mezzanines, control areas, platforms, underpass,					
and passageways. W	Vipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles,					
	ntrol areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe					
	indows and station signs. Empty, disinfect and clean chrome tops, interior/exteriors on all trash					
	e all stains, spills and drag marks on floor areas. Spot clean ADA tactile as required. Empty booth trash,					
	panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary					
,	ges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and mployee restrooms. Deodorize the entire station upon arriving and departing each station you are					
	iring your tour of duty.					
*Major Duty Cleani	ing-					
	m- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. s from refuse inserts and disinfect.					
**Elevator Duties -	Note- If Elevators are out of service, listed General Duties will be performed					
Clean and polish No	605 ELE 411, N604 ELE 408, ELE 409. Remove gum. Sweep, mop, disinfect elevator floors. Wipe					
	xterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on					
	ion. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean safety edge with a dry rag from top to bottom.					
and wipe down the	satery eage with a dry rag from top to bottom.	1				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		ours		RC#
SC0558A Station South	1:	500 - 2300		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. General Duties - (See Below)	Sutphin Blvd Archer Av JFK	ЕЈΖ	N605	1500 - 1730
Mezzanine Level	Airport	E 1.7	N605	1730 - 1830
*Major Duties- see below	Sutphin Blvd Archer Av JFK Airport	EJZ	N603	1/30 - 1830
Lunch	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1830 - 1900
*Elevator Duties - see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	1900 - 1930
*Perform General Duties Platform Level - see below	Sutphin Blvd Archer Av JFK	ЕЈΖ	N605	1930 - 2200
*T	Airport	E 17	NICOS	2200 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	EJZ	N605	2200 - 2300
Report Off Duty.	Sutphin Blvd	ЕЈΖ	N605	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Mop all stairway landings. Clean/Scrap 3ft around all street stairways. Clean and polish chrome on all subway entrances. Scrap all mezzanines, control areas, and E J Z platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N605 control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks from platforms and mezzanine floors. Spot clean ADA tactile as required. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean glass and chrome on mezzanine, stairway and Island platforms. Clean EFR, Porter's room and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	Archer Av JFK Airport			
*Major Duty Cleaning Sun: Clean N605 mezzanine glass panels, chrome columns and railings Mon: Porter's Room- Tidy and organize supplies. Remove empty boxes. Wipe down top of Fire Extinguishers. Wipe down all surfaces including walls, lockers, Quench units, refrigerator, and microwave. Empty trash can, sweep, mop and disinfect floors. Tue: Employee Facility Room- Wipe down all surfaces including walls, Quench units, refrigerator, and microwave. Empty trash can, sweep, mop and disinfect floors. Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Thu: Employee Toilets- Clean Men's and Women's: Wipe down all surfaces including walls, modesty panels, vanity mirrors, electrical hand dryers, dispensers and holders. Clean sink and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans, sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Clean N605 mezzanine glass panels, chrome columns and railings. Sat: Clean and disinfect chrome, interior and exterior of station Trash Receptacles.				
Elevator Duties Clean and polish (ELE 411). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

edge with a dry rag from top to bottom.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0559 Station South		500 - 2300		2774
				2774
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	75 Av	E F	N334B	1500 - 1700
Employee Bathroom Duties -see below				
* General Duties – see below	Kew Gardens	E F	N336	1710 - 1900
*Major Duties (1830-1900) see below	Union Tpke			
* General Duties – see below	Kew Gardens Union Tpke	E F	N336	1900 - 2000
Lunch	Kew Gardens Union Tpke	E F	N336	2000 - 2030
*Elevator Duties –see below	Kew Gardens Union Tpke	E F	N336	2030 - 2130
* General Duties – see below	75 Av	E F	N334B	2140 - 2300
*Major Duties (2230-2300) see below				
Report Off Duty.	75 Av	E F	N334B	2300 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0560 Station South	0 Station South 1500 - 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 Public Toilets)				
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, 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. *Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening. *General Duties-N342 Mezzanine and stairways, Northbound Platform, N/B Scrubber Rm Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Refuse- Deck wash walls and floor. Wipe down FX. Discard all debris and empty boxes. Remove loose de	gs			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#
SC0560A Station South	1	500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-see below (In the event job# SC0560 not covered, complete RTO Duties	Jamaica 179 St	F	N343	1500 - 1800
Lunch	Jamaica 179 St	F	N343	1800 - 1830
*Major Duties –see below (In the event job# SC0733 not covered, clean and close Public Toilets)	Jamaica 179 St	F	N343	1830 - 1930
*General Duties –see below	Jamaica 179 St	F	N343	1930 - 2200
Inspect station for unsanitary conditions and correct. Re-scrap station station and empty trash receptacles. Remove spills and stains from floors.	ve all Jamaica 179 St	F	N343	2200 - 2300
Report Off Duty.	Jamaica 179 St	F	N343	2300 -
**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, sweel and disinfect floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MPROVIDE 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 (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gand stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tip apper 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 Passa Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including alorgates 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 equipm (MVMs, Turnstiles, HEET3/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Em disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Em booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutte sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean Gera dem ployee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean durin	dryers graffiti issue, ageways ng MTA nent npty, pty ers and ledges			
*Major Duty Cleaning- Sun: Refuse Rm Deck wash walls and floor. Wipe down FX. Discard all debris and empty boxes. Remove loose determore 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	oris			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC
SC0561 Station South		1500 - 2300		277
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 station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stain spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water on Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairway S landing and outside area (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitiz touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station 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/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 Extinguish Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. It 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.	a and as, ly). S2 ze all n you A/B, ners. Empty			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC
SC0562 Station South	:	2300 - 0700		277
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. Morall stairway landings. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0563 Station South		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	E M	N307	0330 - 0500
*Major Duties- see below	Court Sq-23 St	E M	N307	0500 - 0600
*General Duties- see below	Court Sq	G	N400A	0600 - 0700
Report off Duty	Court Sq	G	N400A	0700 -
OMNY validators. Wipe down all 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 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- [N307 1740-1830] [N400A 2050-2150] Sun: Remove dust balls and gum from floors in 'G' passageway including floor area in front of EL445X and disinfect are				
by stairway 01A-01B. Damp mop tile floor. Disinfect gutters. Mon: Tile/Concrete Walls-Bucket wash lower portion of walls on SB E/M platform by EL482X.Remove spit, shoe marks grime and dust build-up. Disinfect platform ends. Tue: Trash Receptacles: Wipe clean and disinfect all trash receptacles on 'G' platform including inside of chrome tops. Wed: Refuse Room - Deck wash walls and floor inside island 'G' platform refuse room. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Thu: Tile/Concrete Walls-Bucket wash lower portion of walls in 'G' passageway from EL445X to 03-5AB stairway to remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Fri: Scrubber Room- Deck wash walls and floor of 'E' passageway room. Clean and organize the room. Discard all debriand empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Tile/Concrete Walls-Bucket wash lower portion of walls in N307 mezzanine and walls leading to 'E' platforms and street stairways. Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends.	,			
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty 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.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0564 Station South	1500 - 2300			2769
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform **General Duties-see below	Flushing Av	G	N414	1500 - 1630
Perform **General Duties-see below	Broadway	G	N412	1640 - 1800
Lunch	Myrtle Willoughby Avs	G	N415	1810 - 1840
Perform **General Duties-see below Major Duty (2000-2040)	Myrtle Willoughby Avs	G	N415	1840 - 2040
Perform **General Duties-see below Major Duty (2200-2240)	Flushing Av	G	N414	2050 - 2300
Report Off Duty.	Flushing Av	G	N414	2300 -
*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 trash receptacle and inserts. Fri: NB Trash Receptacles-Wipe down exterior panel. Remove loose debris from receptacle floor. Bucket wash and dis				
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0565 Station South		2300 - 0700			
INSTRUCTIONS		LINE	ВООТН	HOURS	
Sunday-Saturday	STATION	LINE	воотн	HOURS	
Report On Duty In Full Uniform.	Metropolitan Av	G	N409	2300 - 0100	
Perform *General Duties-see below					
Perform *Major Duty (0000-0100)	N. 1. 1. A		11400	0100 0220	
PERFORM DUTIES AT LORIMER ON THE "L" Perform *General Duties-see below	Metropolitan Av	G	N409	0100 - 0230	
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)					
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 3	Bft				
round all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platform					
anderpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVM					
Furnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all p					
droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all the control of the					
eceptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mex					
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 ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch p					
Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station u					
arriving and departing each station you are assigned to clean during your tour of duty.	Pon				
**Elevator Duties -	V '				
Clean and polish [ELE #TBAs]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Valown interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior gla					
all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills					
and wipe down the safety edge with a dry rag from top to bottom.	s. Cican				
*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 Exting	guisher.				
Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect.	sials an				
Fue: Refuse Room: Clean and disinfect southbound refuse room-Deck wash walls and floor. Wipe down Fire Extingu Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect	disher.				
Wed: Bucket wash lower portion of northbound tile walls. Remove spit and shoe marks					
Γhu: Remove gum build up on tile floors in unmanned mezzanine					
Maior Duty Classing LODIMED ST.					
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 Exting	guisher				
Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect.	guisiici.				
Tue: Refuse Room: Clean and disinfect southbound refuse room-Deck wash walls and floor. Wipe down Fire Extingu	uisher.				
Discard all debris and empty boxes. Remove loose debris from refuse insert and disinfect					
Ved: 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, electrical control of the contro					
and dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. R					
Il graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stoc	ek				
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 floo	rs. Mop				
all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 228 of 482 Date: 6/2/2023

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

			uis		KC#
SC0566 Star	ation South	070	00 - 1500		2769
INSTRUCTIONS		STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In Full Uni Perform *General Duties- so Perform *Major Duty-see bo	see below	Bedford Nostrand Avs	G	N417	0700 - 0900
Perform *General Duties- so Perform *Major Duty-see bo	see below	Classon Av	G	N419	0910 - 1110
Lunch		Classon Av	G	N419	1110 - 1140
Perform *General Duties- se	see below	Bedford Nostrand Avs	G	N417	1150 - 1320
Perform *General Duties- se	see below	Classon Av	G	N419	1330 - 1450
Report Off Duty.		Bedford Nostrand Avs	G	N417	1500 -
around all street stairways is underpass, and passageways Turnstiles, HEETs/HXT) in Standpipe Outlets. Clean all all trash receptacles. Remove and booth windows (use wand toppings from all railings, stickers, and sticker/glue research	ry conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, s. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, a control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY I windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on we all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels ater only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, sidue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station greach station you are assigned to clean during your tour of duty.				
Mon: Employee Facility Ro microwave, fans, and exhau Tue: Clean closed Area-Bar Wed: Clean closed Area-Ba Sat: Clean Booth N417 inte	Organize and Replenish Supply room common. Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, ast fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. rricade area pass Control Area N417 by SWY M3/M4 carricade area pass Control Area N418 by SWY M6 erior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors apty garbage. Remove all debris.				
Mon: Employee Facility Ro microwave, fans, and exhau Wed: Clean closed area beh Fri: Employee Toilets- Clea hand dryers (if equipped) di all graffiti and stickers inclu (toilet tissue, paper towels, Sat: Clean Booth N419 inte	Organize and Replenish Supply room com- bom- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, ast fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. In Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove uding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock toilet seat covers) and soap as needed. Berior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors pty garbage. Remove all debris				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0567 1500 - 2300 **Station South** 2769 **INSTRUCTIONS HOURS STATION** LINE **BOOTH Sunday-Saturday** Clinton Washington G N420B 1500 - 1630 Report On Duty In Full Uniform. Perform *General Duties-see below Avs N422 Fulton St 1640 - 1800 Perform *General Duties-see below N420B 1810 - 1840 Clinton Washington G Lunch Clinton Washington G N420B Perform *General Duties-see below 1840 - 2040 Perform *Major Duty (2000-2040)-see below N422 2050 - 2250 Perform *General Duties-see below Fulton St G Perform *Major Duty (2200-2240)-see below N420B 2300 -Clinton Washington | G Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning-CLINTON-WASHINGTON AVS: Sun: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse insets and disinfect. Deck Mop, Clean and Disinfect ALL Trash Receptacles Tue: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers Thu: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and sticker s including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect housing. FULTON ST: Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Thu: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash Fri: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove

Task subject to change and/or chance.

loose debris from refuse inserts and disinfect.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0567A Station South	2300 - 0700			2300 - 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 *Major Duty Cleaning (0045-0120)-see below	Clinton Washington Avs	G	N420B	2300 - 0120		
*General Duties-see below	Fulton St	G	N422	0130 - 0230		
Lunch	Fulton St	G	N422	0230 - 0300		
*Major Duty Floors (0300-0400)-see below *Major Duty Cleaning (0400-0500)-see below	Fulton St	G	N422	0300 - 0500		
*General Duties-see below	Clinton Washington Avs		N420B	0510 - 0700		
Report Off Duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all rainings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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 departing each station you are assigned to clean EFR and 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- 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 Mon: SB Trash Receptacles- Deck Mop, Clean and Disinfect Male and Staters including resid	p	G	N420B	0700 -		

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

500#CO		2200 0700		27.60
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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including Stairs Outside N536 Control Area]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeor droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all tras 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 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 Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mall stairway landings. 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 Disinfect Organize Employee Bathroom, Employee Facility Rm, and Supply Rooms Thursday : Remove All Pigeon Droppings from S/B Platform Friday : Sweep All Platform Stairways Top to Bottom ,Corner to C	h ne			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

		2200 0700		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 ad panels. Remove all piged 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 factile 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. Mall stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings **Major Duty Cleaning: C012 Sunday/ Monday : Sweep all Street / Platform Stairways corner to corner top to bottom S/B Platform Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom N/B Platform Disinfect Area SE N Plat Thursday/Friday : Clean Refuse Canisters and Trash Receptacles Saturday : Clean Disinfect S/B Platform remove all Pigeon Droppings Tuesday/ Wednesday : Clean Disinfect N/B Platform Remove all Pigeon Droppings Clean N/S/B Refuse Canisters and Trash Rec	sh ine s.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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 -
disinfect 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 uring areas. Clean interior of trash receptacle base and remove stains on floor at base 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 assigned to clean during your tour of duty.	e ngs. ne d efuse			
**Major Duty Cleaning: N539A				
Sunday/ Monday : Clean Disinfect ADA Tactile S/B Platform Tuesday/ Wednesday : Clean Disinfect ADA Tactile N/B Platform Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday : Clean and Disinfect Employee Bathroom and Facility Room				
**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 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. all stairway landings. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0571 Station South	Station South 2300 - 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
***Major Duty Floors – see below.	Pkwy Fort Hamilton Pkwy	F G	N543	0100 - 0145
****Major Duties- see below.	Fort Hamilton Pkwy	F G	N543	0145 - 0230
Lunch	Fort Hamilton Pkwy	F G	N543	0230 - 0300
*** RTO Facilities Duties- see below.	Church Av	F G	N546	0310 - 0410
****Major Duties- see below.	Church Av	F G	N546	0410 - 0500
***Major Duty Floors – see below.	Church Av	F G	N546	0500 - 0540
*General Duties- see below.	Church Av	F G	N546	0540 - 0630
***** Public Toilet Duties- see below.	Church Av	F G	N546	0630 - 0700
Report off duty.	Church Av	F G	N546	0700 -
underpass, and passageways. Wipe down & disinfect 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 and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Monday- Clean Exteriors of Elevator Glass and Ledges Tuesday – Sweep And Disinfect N546 Underpass and Street Stairways Wednesday- Remove Pigeon Droppings from Street Stairways railings and Copings Thursday – Clean refuse Room and Trash receptacles Friday- Sweep Platform Stairways Top to Bottom, Corner to Corner Saturday Clean and Disinfect Interior/ Exterior of Booth N543 including bucket wash control Area				
***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. Morall stairway landings. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0572 Station South		2300 - 0700		276
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 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 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 mezzan Monday – Ditmas - Stock station with supplies from Church Avenue Supply room Wednesday – Ditmas – Stock station with supplies from Church Avenue Supply room Wednesday - Ditmas - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on S/B Platform Thursday – Ditmas - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on N/B Platform Saturday – Ditmas - Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform / stairways/ Unmanned mezzanine **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. A all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tacti	gs. e fuse are			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0573	Station South	<u> </u>	2300 - 0700		2768
INSTRUCTIONS		STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty In 1	Full Uniform.	Bay Pkwy	F	N553	2300 -
*General Duties-see	below.	Bay Pkwy	F	N553	2300 - 0130
**Major Duty Floor	s- see below.	Bay Pkwy	F	N553	0030 - 0130
*General Duties-see	below.	Avenue N	F	N555	0130 - 0230
**Major Duty Floor	s- 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 Floor	s- see below.	Avenue P	F	N556	0500 - 0550
***Major Duty- see	below	Avenue P	F	N556	0550 - 0650
Report off duty.		Bay Pkwy	F	N553	0700 -
droppings from all r receptacles. Dust me floors. Mop all stair tactile as required. I trash receptacle. Cle Clean and disinfect arriving and departin **Major Duty Floor Remove dust balls a	IXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon ailings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash op and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine way 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 an all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon age each station you are assigned to clean during your tour of duty. s-Nightly and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop as Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as				
***Major Duty Floo Sunday – Ave P Monday Ave P Tuesday- Ave P- Wednesday – Ave P- Thursday – Ave P- Platform Friday - Ave P- Platform	ors-Sunday — Stock/Organize supply room with supplies from Church Avenue supply room Remove All Pigeon droppings from Both Mezzanines Outside Landings Sweep All Stairway in the N556 Mezzanine and S/B Platform Top to Bottom, Corner to Corner Sweep All Stairway in the N/B Platform Top to Bottom, Corner to Corner Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on S/B - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on N/B N556- Clean and Disinfect Interior / Exterior of Booth, Including control areas Bucket Wash				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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	
Report off duty.	Kings Hwy	F	N557	0700 -	
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning: Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms					
Sunday- Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Interior/ Exterior of Booth N557 including Control Area Wednesday: Pick up supplies from Church Ave and deliver to Kings Highway. Organize and restock supply room.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0575 Station South	0	700 - 1500		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 -	
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. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Mop clean and disinfect EL445X and 482X. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth- Clean booth N400A &N307 and interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon/Wed/Sat: Tile/Concrete Walls-Bucket wash lower portion of walls to remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. N400A: In 'G' passageway from EL445X to concrete floor divide / N304: On SB E/N platform by EL482X Tue/Thu: Stairways/Mezzanine: Spot mop floor in all areas of the N400A & N307 mezzanine to remove dust balls and stains. Wipe clean stairway handrails. CIC Information Center/ Ad Panels: Remove graffiti/stickers and graffiti/glue resic Wipe clean exterior booth window and deal tray. Fri: Employee Toilets/CTA Rooms- Clean 'E' and 'G' employee toilets/CTA rooms. Wipe down all surfaces, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean com	fue. owl take all				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0576 Station South	0	0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Perform *General Duties-see below Perform *Major Duty (0820-0900)	Nassau Av	G	N408A	0700 - 0900
Perform *General Duties-see below Perform Elevator Duties-see below (1015-1045)	Greenpoint Av	G	N405	0910 - 1115
Lunch	Greenpoint Av	G	N405	1115 - 1145
Perform *General Duties-see below Perform *Major duty-see below (1300-1345)	21 St	G	N401	1155 - 1300
Perform *General Duties-see below	Nassau Av	G	N408A	1400 - 1500
Report Off Duty.	Nassau Av	G	N408A	1500 -
*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 control 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, splatform 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. **Elevator Duties - Clean and polish [ELE #s763,764 &765]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interesterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	down & l areas windows and e all stains, water only). tairways, due. Sanitize g each station t elevator erior and			
*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 mi hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl by all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish pay (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, remicrowave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Sat: Clean booth N408A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including and Fire Extinguishers. Empty garbage. Remove all debris.	orush. Remove per stock frigerator, Extinguishers			
21St ST-VAN ALST Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mir hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl be all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish pay (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigeral microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Wed: CTA/Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and 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 Fand Fire Extinguishers. Empty garbage, Remove all debris.	orush. Remove per stock tor, Extinguishers empty			

Task subject to change and/or chance.

and Fire Extinguishers. Empty garbage. Remove all debris

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

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Hours

RC#

SC0577 Station South	07	00 - 1500		2769
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Metropolitan Av	G	N409	0700 -
Perform *General Duties-see below	Metropolitan Av	G	N409	0705 - 0905
PERFORM DUTIES AT LORIMER ST. "L"	Metropolitan Av	G	N409	0910 - 1100
Perform *General Duties-see below	Metropolitan Av	G	N409	1100 - 1130
Lunch Perform * Major Duty (1130-1200)-see below	Metropolitan Av	G	N409	1130 - 1330
Perform *Elevator Duties-see below (1300-1330)	Wietropontan Av		11405	1130 - 1330
PERFORM DUTIES AT LORIMER ON THE "L"	Metropolitan Av	G	N409	1340 - 1450
Perform **General Duties-see below Perform *Elevator Duties-see below (1340-1410)				
Report Off Duty.	Metropolitan Av	G	N409	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.				
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.				
eage with a any rag from top to contonic				
*Major Duty Cleaning- METROPOLITAN AV:				
Sun: Clean booth N409 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors				
and Fire Extinguishers. Empty garbage. Remove all debris.				
Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric				
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove				
all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock				
(toilet tissue, paper towels, toilet seat covers) and soap as needed.				
Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator,				
microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers.				
Tue: Refuse Room -Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove				
loose debris from refuse inserts and disinfect On Northbound and South bound platforms on "L" Line				
Wed: Refuse Room Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove				
loose debris from refuse inserts and disinfect On Northbound and South bound platforms on "G" Line Thu: Clean and polish stainless steel railings, HEETS, MVM and MEM				
Fri: Scrap Emergency Exit at South End of the G line. Clean passageway beside Police District				
Sat: Clean Chrome Areas of all Trash Receptacles and wipe down benches				
Sai. Clean Caronic Areas of an Trash receptables and wipe down benefits	1			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#			uis		KC ₁
SC0578	Station South	070	00 - 1500		276
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
	In Full Uniform. ral Duties-see below Duty- (0830-0900)	Myrtle Willoughby Avs	G	N415	0700 - 0900
Perform **Gener	Pal Duties-see below Duty – (1115-1145)	Flushing Av	G	N414	0910 - 1145
Lunch	Duty — (1115-1143)	Flushing Av	G	N414	1145 - 1215
Perform **Gener	ral Duties-see below Duty- (1310-1340)	Broadway	G	N412	1225 - 1340
	l Duties-see below	Myrtle Willoughby Avs	G	N415	1350 - 1500
Report Off Duty.		Myrtle Willoughby Avs	G	N415	1500 -
around all street disinfect all stair including OMNY station signs. Wil spills and drag m Disinfect all urin platform and outs all touch points.	or unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap a stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down a way 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 window be down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all states on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water of e areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairway side areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sa Clean EFR and employee. Deodorize the entire station upon arriving and departing each station you during your tour of duty.	& vs and ins, only). //s, anitize			
and Fire Extingu Sun: Supply Roo Mon: Employee		or,			
and Fire Extingu Sun: Supply Roo Mon: Employee	N414 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon S 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, refrigerate and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extingu	or,			
and Fire Extingu Sun: Supply Roo Mon: Employee	V N412 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon S 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, refrigerate and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extingu	or,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0579 Station South	070	0 - 1500		2769	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. *General Duties-see below Major Duty-see below (0815-0900¬)	Clinton Washington Avs	G	N420B	0700 - 0900	
*General Duties-see below	Fulton St	G	N422	0910 - 1130	
Major Duty (1045-1130)	Fulton St	G	N422	1130 - 1200	
Lunch	Clinton Washington		N422 N420B	1210 - 1310	
*General Duties-see below	Avs		11420B	1210 - 1310	
*General Duties-see below	Fulton St	G	N422	1330 - 1450	
Report Off Duty.	Clinton Washington Avs	G	N420B	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-CLINTON-WASHINGTON AVS: Sun: Supply Room-Clean Organize and Replenish Supply room Mon: Employee Toilets- Clean Employee Bathroom: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Sat: Clean Booth N420B interior and exterior. Sweep and mop floor, wash, dust top of ledges including Halon Sensor					
FULTON ST: Sun: Supply Room-Clean Organize and Replenish Supply room Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Tue: Refuse Room -Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect area. Thu: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Sat: Clean Booth N422 interior and exterior. Sweep and mop floor, wash, dust top of ledges including Halon Sensors and					

Task subject to change and/or chance.

Fire Extinguishers. Empty garbage. Remove debris.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	ours		RC#
SC0580 Station South	15	00 - 2300		2773
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 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 34th Street stairway areas. Scrap all mezzanines, control areas, platforms, underpaand passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handr Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benche Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deod the entire station upon arriving and departing each station you are assigned to clean during your tour of duty Major Duty Cleaning- (R516 33rd Rawson 1740-1830) (R518 40st Lowery 2040-2130) Sun: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Disinfect inside of all SB trash receptacles including chrome tops. Wipe top dry. Mon/Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine and stairway handrails leading to platform to remove bird dropping and stains. Wipe handrails dry. Tue/Wed: Tile/Concrete Walls-Bucket wash lower portion of walls in mezzanine and walls leading to all platform and stairways. Remove spit, shoe marks, grime and dust build-up. Wipe windowledges. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains	rails. e and clean s. es. orize street and all ilet			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC
SC0581	Station South		0700 - 1500		276
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 -
Standpipe Outlets. Cl Remove all stains, sp (use water only). Dis railings, stairways, pl residue. Sanitize all to	XT) 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.				
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	ng: 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0582	Station South		0700 - 1500		2768
INSTRUCTIO	NS	STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty 1	n 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	FGR	N537	1045 - 1115
** Major Duties		4 Av-9 St	FGR	N537	1200 - 1300
** Major Duties		4 Av-9 St	R	C012	1300 - 1400
*General Duties		4 Av-9 St	FGR	N537	1400 - 1500
Report Off Duty.		4 Av-9 St	FGR	N537	1500 -
Turnstiles, HEET Standpipe Outlets Remove all stains (use water only). railings, stairways residue. Sanitize	ssageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, s/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 trash receptacles., 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 platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and attion you are assigned to clean during your tour of duty.				
Sunday/ Monday Tuesday/ Wednes Thursday/Friday Saturday	: Clean Disinfect N/B Platform remove all Pigeon Droppings day : Clean Disinfect S/B Platform Remove all Pigeon Droppings : Clean N/S/B Refuse Canisters and Trash Receptacles :Major Cleaning Booth N537 Interior, and Exterior, bucket wash 3feet around the booth				
**Major Duty Cl	eaning: C012				
Sunday/ Monday Tuesday/ Wednes Thursday/Friday Saturday	: Sweep all Street Stairways corner to corner top to bottom day : Sweep all Platform Stairways corner to corner top to bottom : Clean Refuse Canisters and Trash Receptacles : Major Cleaning Booth C012 Interior, and Exterior, bucket wash 3feet around the booth				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0583 0700 - 1500 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 0700 -15 St Prospect Park F G N542 Report on Duty in Full Uniform 15 St Prospect Park F G N542 0700 - 0930 *General Duties Fort Hamilton N543 0940 - 1130 F G *General Duties Pkwy Fort Hamilton F G N543 1130 - 1200 Lunch Pkwy Fort Hamilton N543 F G 1200 - 1300 **Major Duties Pkwy 15 St Prospect Park F G N542 1300 - 1400 **Major Duties 15 St Prospect Park F G N542 1400 - 1500 *General Duties 15 St Prospect Park F G N542 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 Ft Ham Ramp in unmanned Mezz]. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning: N543 Sunday/ Monday : Clean Disinfect N/B Platform Tuesday/ Wednesday : Clean Disinfect S/B Platform Thursday/Friday : Clean N/S/B Refuse Canisters and Trash Receptacles Saturday :Major Cleaning Booth N543 Interior, and Exterior, bucket wash 3feet around the booth **Major Duty Cleaning: N542 Sunday/ Monday : Sweep all Street Stairways corner to corner top to bottom Tuesday/ Wednesday : Sweep all Platform Stairways corner to corner top to bottom

Task subject to change and/or chance.

Thursday/Friday

Saturday

Spot clean ADA Tactile as needed.

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

: Clean Refuse Canisters and Trash Receptacles

:Major Cleaning Booth N542 Interior, and Exterior, bucket wash 3feet around the booth

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0584 Station South		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 - 0930
***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	1130 - 1330
**General Duties.	Church Av	F G	N546	1330 - 1500
Report Off Duty.	Church Av	F G	N546	1500 -
****RTO Facilities Duties Clean all objects 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 Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday Clean and Disinfect Refuse housings, and Trash Receptacles N/S/B Island Platforms Saturday 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 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 televator floors. Wipe down interior and exterior panel/ledges on all levels (street, merzanine and platforms). Clean interior and exterior glass on all clevators in t station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. C	eller due. ach all IDE			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC#
SC0584A	Station South		1500 - 2300		2768
INSTRUCTIO	ONS	STATION	LINE	воотн	HOURS
	Sunday-S	aturday			
Report on Duty *General Duties	in Full Uniform s.	Church Av	F G	N546	1500 - 1730
*Elevator Dutie	es	Church Av	F G	N546	1730 - 1830
Lunch		Church Av	F G	N546	1830 - 1900
*Public Toilet I	Duties- see below	Church Av	F G	N546	1900 - 2000
*General Duties	s.	Fort Hamilton Pkwy	F G	N543	2010 - 2200
*Major Duties -	- see below	Church Av	F G	N546	2210 - 2300
Report Off Dut	y.	Church Av	F G	N546	2300 -
around all stree underpass, and Turnstiles, HEE Standpipe Outle Remove all stai (use water only railings, stairwaresidue. Sanitize departing each stelevator Duties Clean and polis exterior panels/station. Remove	for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street stairways including [list areas outside station confines]. Scrap all mezzanines, contrepassageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC etts/HXT) in control areas including OMNY validators. Wipe down all digital ad panets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on ans, spills and drag marks on floor areas. Empty booth trash, clean exterior booth paners, platform and outside areas (3 ft.) Clean all ledges and benches. Remove all pigeon drays, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, etall touch points. Clean EFR and employee restrooms. Deodorize the entire station ustation you are assigned to clean during your tour of duty. The (ELE #373, 374, 375). Remove gum, sweep, mop and disinfect elevator floors. Will ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glasses graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Characteristics are graffiting to bottom.	ol areas, platforms, quipment (MVMs, els, HPI Units, FDNY all trash receptacles. els and booth windows oppings from all estickers, and sticker/glue pon arriving and oe down interior and so on all elevators in the			
*Major Duty Cl					
Monday: Clean Wednesday /Fri	ay/ Thursday: Clean Disinfect Upper Mezzanine along wall Behind public Bathrooms Organize Scrubber Room and Supply Room iday: Clean Around Street Elevator # 373 Exterior Glass three feet around ep all Street Stairways Top to Bottom, Corner to Corner	s- Supervisor Office			
(if equipped) di and stickers inc	Duties Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirror spensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brushluding residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paperat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	sh. Remove all graffiti			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0585 Station South		0700 - 1500		2768
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 - 0930
*General Duties- see below.	18 Av	F	N549	0940 - 1130
*Major Duty Cleaning- see below	18 Av	F	N549	1130 - 1230
Lunch	18 Av	F	N549	1235 - 1305
*General Duties- see below	Avenue I	F	N551	1310 - 1450
Report Off Duty.	Ditmas Av	F	N548	1500 -
around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning: N549				
Sunday – 18th Ave: Clean and Remove all Pigeon Droppings from N/B Platform/All Stairways/ Unmanned Mezzanine Monday- 18th Ave: Clean and Disinfect Interior/Exterior of Booth N549. Bucket wash Control Area Tuesday -18th Ave: Sweep All Stairways in the N549 Mezzanine and S/B Platform Stairs Wednesday- 18th Ave: Sweep All Stairways in the Unmanned Mezzanine and N/B Platform Stairs Thursday- 18th Ave: Shine Stainless Steel Doors in Mezzanine Friday- 18th Ave: Clean and Disinfect Refuse Housings, and Trash Receptacles N/S/B Platforms Saturday- 18th Ave: Clean and Remove all Pigeon Droppings from S/B Platform/All Stairways/N549 Mezzanine				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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 -
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 recentages N/S/R of platforms.				
Monday - Bay Pkwy - Clean and Disinfect refuse housing and trash receptacles N/S/B of platforms Tuesday - Bay Pkwy - Sweep 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 - Q-Panels/Wind Breakers: Bucket Wash Remove stains and scuff marks from "Panels" on S/B Platform				
Saturday - Bay Pkwy - N553 -Clean and Disinfect Interior/ Exterior of Booth including bucket washing control area				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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 pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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	ЕМ	N307	1500 -	
*General Duties- see below	Court Sq-23 St	ΕM	N307	1500 - 1740	
*Major Duty Cleaning- see below	Court Sq-23 St	E M	N307	1740 - 1900	
Lunch	Court Sq-23 St	E M	N307	1900 - 1930	
*General Duties- see below	Court Sq	G	N400A	1930 - 2050	
***RTO Facilities Duties	Court Sq	G	N400A	2050 - 2135	
*Major Duty Cleaning- see below	Court Sq	G	N400A	2135 - 2215	
*General Duties- see below	Court Sq-23 St	E M	N307	2215 - 2300	
Report Off Duty.	Court Sq-23 St	ЕМ	N307	2300 -	
around all street stairways. Scrap all mezzanines, control areas, platforms, ramps and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- [N307 1740-1830] [N400A 2050-2150]					
Sun: Tile/Concrete Walls-Bucket wash lower portion of walls in N307 mezzanine and walls leading to 'E' platforms and street stairways. Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Mon: Refuse Room- Deck wash walls and floor inside NB 'E' refuse room. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Tue: Refuse Room - Deck wash walls and floor inside SB 'E' refuse room. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect room. Wed: Tile/Concrete Walls-Bucket wash lower portion of walls on SB E/M platform by EL482X.Remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Thu: Tile/Concrete Walls-Bucket wash lower portion of walls in 'G' passageway from EL445X to 02A-B stairway walls to remove spit, shoe marks, grime and dust build-up. Disinfect platform ends. Fri: Scrubber Room- Deck wash walls and floor of 'E' passageway room. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Sat: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers					
***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#
SC0589 Station South	1	500 - 2300		2769
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Greenpoint Av	G	N405	1500 - 1700
Perform *General Duties-see below Perform **Elevator Duties –see below				
Perform *General Duties-see below	Nassau Av	G	N408A	1710 - 1830
Lunch	Nassau Av	G	N408A	1830 - 1900
Perform *General Duties-see below	21 St	G	N401	1910 - 2100
Perform *General Duties-see below	Greenpoint Av	G	N405	2110 - 2250
Perform *Major Duty (2200-2250)			37405	2200
Report Off Duty	Greenpoint Av	G	N405	2300 -
*General Duties-Daily				
nspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scra				
round 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	dows and			
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 water				
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 each				
you are assigned to clean during your tour of duty.	an station			
you are assigned to clean during your tour of duty.				
**Elevator Duties -				
Clean and polish [ELE #s763,764 &765]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elev	vator			
floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior				
exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from				
doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				
*Major Duty Cleaning-				
GREENPOINT AV -				
Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers.				
Mon: Delivery- Deliver Dry/Chemical Supplies to Station				
Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors,	electric			
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush				
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: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrige	erator			
microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extingent				
Γhu: CTA/Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empt	y chemical			
bottles. Wipe down Fire Extinguishers. Restock supplies.				
Sat: Clean booth N405 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halor	n Sensors			
and Fire Extinguishers. Empty garbage. Remove all debris				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0590 Station South	15	2769		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Metropolitan Av	G	N409	1500 -
PERFORM DUTIES AT LORIMER ST. "L"	Metropolitan Av	G	N409	1505 - 1645
Perform *General Duties-see below				
Perform ***Elevator Duties-see below	M-41:4 A	C	N1400	1650 1920
Perform *General Duties-see below Perform ***Elevator Duties-see below	Metropolitan Av	G	N409	1650 - 1830
Lunch	Metropolitan Av	G	N409	1830 - 1900
Perform * Major Duty (2050-2120)-see below	Broadway	G	N412	1910 - 2120
PERFORM DUTIES AT LORIMER ST. "L"	Metropolitan Av	G	N409	2130 - 2220
Perform General Duties-see below	1			
Perform General Duties-see below	Metropolitan Av	G	N409	2225 - 2300
Report Off Duty.	Metropolitan Av	G	N409	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 as station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only) Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all 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 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 safe edge with a dry rag from top to bottom. *Major Duty Cleaning-	ze on on.			
METROPOLITAN AV: Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remall graffiti and stickers including 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 Extinguished Wed: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove ledebris from refuse inserts and disinfect	ers.			

Task subject to change and/or chance.

Fri: Supplies - Deliver Dry/Chemical Supplies to station

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0591 Station South	15	2769		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	STATION		воотп	HOURS
Report On Duty In Uniform. Perform *General Duties- see below	Classon Av	G	N419	1500 - 1630
Perform *General Duties- see below	Bedford Nostrand Avs	G	N417	1640 - 1830
Lunch	Bedford Nostrand Avs	G	N417	1830 - 1900
Perform *General Duties- see below Perform *Major Duty (2015-2100)	Classon Av	G	N419	1910 - 2100
Perform *General Duties- see below Perform *Major Duty (2200-2240)	Bedford Nostrand Avs	G	N417	2110 - 2250
Report Off Duty.	Classon Av	G	N419	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Sc around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, plat underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (N 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. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior b and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all p droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove g stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the empty 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 mirror hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl bru 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: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigmicrowave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Ex Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty ch bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Fri: Refuse Housings-Wipe down exterior panel. Remove loose debris from housing fl	tforms, MVMs, its, FDNY me tops on booth panels bigeon graffiti, entire station ors, electric ash. Remove r stock gerator, ettinguishers. hemical			
BEDFORD-NOSTRAND AVS Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirror hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl bru 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. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chottles. 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 disihousing.	r stock			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours			RC#	
SC0592	9592 Station South		1500 - 2300			
INSTRUCTIO	ONS	STATION	LINE	ВООТН	HOURS	
	Sunday-Saturday					
Report On Duty	In Full Uniform.	4 Av-9 St	R	C012	1500 -	
*General Duties	- see below.	4 Av-9 St	R	C012	1500 - 1700	
*General Duties	- see below.	4 Av-9 St	F G R	N537	1700 - 1900	
Lunch		4 Av-9 St	F G R	N537	1900 - 1930	
**Major Duties-	see below.	4 Av-9 St	F G R	N537	1930 - 2030	
*General Duties	- see below.	4 Av-9 St	R	C012	2030 - 2145	
*General Duties	- see below.	4 Av-9 St	F G R	N537	2145 - 2300	
Report Off Duty	·.	4 Av-9 St	R	C012	2300 -	
underpass, and p Turnstiles, HEE Standpipe Outlet Remove all stair (use water only) railings, stairway residue. Sanitize	stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platforms, bassageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Ts/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY ts. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. as, 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 ys, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and tation you are assigned to clean during your tour of duty.	;				
Sunday : N Monday : N Tuesday : N Wednesday : N Thursday : N Friday : N	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 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Ηοι	RC#			
SC0594 Station South	1500	0 - 2300		2768	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	7 Av	F G	N539A	1500 -	
*General Duties- see below.	7 Av	F G	N539A	1500 - 1730	
**Elevator Duties- see below.	7 Av	F G	N539A	1730 - 1830	
Lunch	7 Av	F G	N539A	1830 - 1900	
*General Duties- see below.	15 St Prospect Park	F G	N542	1910 - 2110	
***Major Duties: (Sun/Mon/Tues/Weds/Thurs/Fri/Sat)	15 St Prospect Park	F G	N542	2110 - 2200	
**Elevator Duties- see below	7 Av	F G	N539A	2210 - 2300	
Report Off Duty.	7 Av	F G	N539A	2300 -	
underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Elevator Duties Clean and Polish [ELEVATORS] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety					
edge with a dry rag from top to bottom. **Major Duty Cleaning:					
Sunday : N542 Clean Employee Facility Room & Scrubber room Restock Supplies Monday : N542 Clean Refuse Canister Housings Tuesday : N542 Sweep All Street Stairways corner to corner , top to bottom Wednesday : N542 Clean All Trash Receptacles, Disinfect interior, Shine cylinder Thursday : N539 Clean Disinfect ADA Tactile N/B Platform Friday : N539 Clean and Disinfect ADA Tactile S/B Platform Saturday : N539 Sweep all Street Stairways					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0595 1500 - 2300 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 1500 -Ditmas Av N548 Report On Duty In Full Uniform. N548 1500 - 1700 Ditmas Av *General Duties- see below. N549 1710 - 1915 18 Av *General Duties- see below. F N549 1915 - 1945 18 Av Lunch 1945 - 2045 Avenue I N551 *General Duties- see below. Avenue I N551 2055 - 2250 **Major Duties- see below Ditmas Av N548 2300 -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. *Major Duty Cleaning: N551 Sunday- Avenue I- Disinfect and remove all pigeon droppings from Manhattan bound platform/Stairways/Unmanned Mezzanine Monday - Avenue I -Clean and Disinfect Interior/Exterior of Booth N551 including bucket wash control Area Tuesday – Avenue I – Stock station with supplies procured from Church Avenue supply room Wednesday - Ave I Disinfect and Remove All Pigeon Droppings from N/B Platforms/ Stairways/ Mezzanines Thursday - Ave I Sweep All Stairways Top to Bottom, Corner to Corner Friday – Avenue I -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform Saturday – Avenue I -Disinfect and remove all pigeon droppings from S/B Platforms/ Stairways/ Staffed Mezzanine

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0596 Station South		1500 - 2300		2768
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Kings Hwy	F	N557	1500 -
*General Duties- see below.	Kings Hwy	F	N557	1500 - 1720
*General Duties- see below.	Avenue U	F	N559	1730 - 1900
Lunch	Avenue U	F	N559	1900 - 1930
*General Duties	Avenue X	F	N561	1940 - 2250
**Major Duties- see below	Avenue X	F	N561	2110 - 2250
Report Off Duty.	Kings Hwy	F	N557	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 windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning:				
Sunday- :Avenue X- Disinfect and remove all pigeon droppings from Manhattan bound platform/Stairways/Unmanned Mezzanine Monday - :Avenue X -Clean and Disinfect Interior/Exterior of Booth N561 including bucket wash control Area Tuesday - :Avenue X - Stock station with supplies from Church Avenue supply room Wednesday- :Avenue X - Shine all Stainless Steel Turnstiles, MVMs ,Handrails, HEETs Friday - :Avenue X -Clean and Disinfect Refuse housing, and Trash Receptacles N/S/B platform Saturday - :Avenue X -Disinfect and remove all pigeon droppings from Coney Island platforms/stairways/staffed mezzanine				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0597 Station South	23	00 - 0700	2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Middle Village Metropolitan Av	M	K026	2300 -
*General Duties- see below	Middle Village Metropolitan Av	M	K026	2300 - 0045
**Major Duty "Floors"- see below	Middle Village Metropolitan Av	M	K026	0045 - 0130
***Major Duty- see below	Middle Village Metropolitan Av	M	K026	0130 - 0215
Lunch	Middle Village Metropolitan Av	M	K026	0215 - 0245
*General Duty - see below	Seneca Av	M	K022	0300 - 0500
**Major Duty "Floors"- see below	Seneca Av	M	K022	0500 - 0545
***Major Duty- see below	Seneca Av	M	K022	0600 - 0650
Report Off Duty.	Middle Village Metropolitan Av	M	K026	0700 -
Inspect station 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. Morall stairway landings. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		lours 300 - 0700			
SC0597A Station South	2		277		
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Fresh Pond Rd	M	K025	2300 - 0100	
*General Duties- see below					
**Major Duty Floors- see below	Fresh Pond Rd	M	K025	0100 - 0145	
***Major Duty- Pigeon Droppings	Fresh Pond Rd	M	K025	0145 - 0230	
(Remove all pigeon droppings from all railings, stairways, platforms, and (3 ft.) around outside areas.)					
Lunch	Fresh Pond Rd	M	K025	0230 - 0300	
***Major Duty"- see below	Fresh Pond Rd	M	K025	0300 - 0345	
*General Duty - see below	Forest Av	M	K024	0400 - 0530	
**Major Duty Floors- see below	Forest Av	M	K024	0530 - 0615	
***Major Duty- see below	Forest Av	M	K024	0615 - 0650	
Report Off Duty	Fresh Pond Rd	M	K025	0700 -	
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 a 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. all stairway landings. 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.	and g				
***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 dall 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 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 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.	toilet				

Task subject to change and/or chance.

Sat: Bucket wash trash receptacles and remove drag marks.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0597B Station South	230	2776		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Knickerbocker Av	M	K019	2300 - 0100
*General Duties- see below				
**Major Duty Floors- see below	Knickerbocker Av	M	K019	0100 - 0200
***Major Duty– see below	Knickerbocker Av	M	K019	0200 - 0245
Lunch	Knickerbocker Av	M	K019	0245 - 0315
*General Duty - see below	Central Av	M	K017	0330 - 0515
**Major Duty Floors – see below	Central Av	M	K017	0515 - 0615
***Major Duty- see below	Central Av	M	K017	0615 - 0650
Report Off Duty	Knickerbocker Av	M	K019	0700 -
Inspect station 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. Moa all stairway landings. 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 tras	p n t			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		lours		RO	
SC0598 Station South	2	2300 - 0700		2	
INSTRUCTIONS	STATION	LINE	BOOTH	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 **Major Duty "Floors"- see below	Myrtle Av	J M Z	J009	0100 - 0145	
***Major Duty- see below	Myrtle Av	J M Z	J009	0145 - 0230	
Lunch	Kosciuszko St	J	J012	0245 - 0315	
*General Duties- see below	Kosciuszko St	J	J012	0315 - 0500	
**Major Duty "Floors"- see below	Kosciuszko St	J	J012	0500 - 0600	
***Major Duties- see below	Kosciuszko St	J	J012	0600 - 0650	
Report Off Duty.	Myrtle Av	J M Z	J009	0700 -	
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, and platforms. Wipe down & disinfect all stairway has Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Widown all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect 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 at outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touc points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of details in the property of the pro	andrails. ipe ct and drag all nd				
**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floo all stairway landings. 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.	ors. Mop				
***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. Wip all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean so and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenist 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 bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discarded the 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.	inks sh toilet cal				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC
SC0599 Station South		2300 - 0700		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	121 St	J	J037	2300 - 0100
General Duties- see below				
**Major Duty "Floors"- see below	121 St	J	J037	0100 - 0145
**Major Duty- see below	121 St	J	J037	0145 - 0215
Lunch	121 St	J	J037	0215 - 0245
General Duties- see below	111 St	J	J035	0300 - 0430
*Major Duty "Floors"- see below	111 St	J	J035	0430 - 0515
**Major Duty- see below	111 St	J	J035	0515 - 0610
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	121 St	J	J037	0620 - 0700
Report Off Duty.	121 St	J	J037	0700 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 actile 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. Mopull stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				
All Major duty must be performed from below list. Major Duty Cleaning- pick up supplies for 121 St and 111 St stations. Sun: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect mousing. 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. Fhur: 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 owels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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SC0600 Station South		2300 - 0700			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
	y-Saturday	LINE	воотп	HOURS	
Report On Duty In Full Uniform.	Woodhaven Blvd	JΖ	J031	2300 -	
*General Duties- see below	Woodhaven Blvd		J031	2300 - 0100	
	Woodhaven Blvd		J031	0100 - 0145	
**Major Duty- see below **Major Duty- see below	Woodhaven Blvd		J031	0145 - 0215	
	Woodhaven Blvd		J031	0215 - 0245	
*General Duties- see below	104 St	I	J034	0300 - 0430	
	104 St	ı,	J034	0430 - 0515	
**Major Duty - see below	104 St	J T	J034 J034	0515 - 0610	
**Major Duty- see below		J Z	J034 J031	0620 - 0700	
Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills Report Off Duty.	Woodhaven Blvd		J031	0700 -	
Report On Buty.	Woodhaven Bive		3031	0700	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passag disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HZ including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outl droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clear receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform of tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove strash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove gusticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. restrooms. Deodorize the entire station upon arriving and departing each station you are assigned of duty.	eways. Wipe down & KT) in control areas ets. Remove all pigeon an chrome tops on all trash om platform and mezzanine ends. Spot clean ADA tains on floor at base of raffiti, stickers, and Clean EFR and employee				
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and saround all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passag disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/H2 including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outl droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clear receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform of tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove strash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Crestrooms. Deodorize the entire station upon arriving and departing each station you are assigned of duty.	eways. Wipe down & (T) in control areas ets. Remove all pigeon an chrome tops on all trash om platform and mezzanine ends. Spot clean ADA tains on floor at base of raffiti, stickers, and Clean EFR and employee				
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 microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wip Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Buck housing. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debr 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 mirro equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl bru stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish pape towels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical Ar	e down Fire Extinguishers. et wash and disinfect is and empty chemical rs, electric hand dryers (if sh. Remove all graffiti and r stock (toilet tissue, paper				
Paper Supplies and business and horizontal district statement of branching and business are supplied to the supp					

Task subject to change and/or chance.

Job#

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 267 of 482 Date: 6/2/2023

Hours

RC#

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0600A 1500 - 2300 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** J031 Woodhaven Blvd JZ1500 - 1730 Report On Duty In Full Uniform. *General Duties- see below Woodhaven Blvd JΖ J031 1730 - 1830 *Major Duty- see below Woodhaven Blvd JZJ031 1830 - 1900 Lunch 104 St J034 1910 - 2110 *General Duties- see below 104 St J034 2110 - 2210 *Major Duty- see below Woodhaven Blvd JΖ J031 2220 - 2300 *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Woodhaven Blvd JΖ J031 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 All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Woodhaven Blvd and 104 St station. Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: O-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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

100#		nours		RC	
SC0601 Station South	2	2300 - 0700		2777	
NSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Crescent St	J	J024	2300 - 0100	
General Duties- see below		T.	1024	0100 0145	
*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 -	
regeneral Duties-Daily inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft tround 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 including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon platform and railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all traseceptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzani 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 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 tous of duty.	ne				
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mull stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as equired. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	Гор				
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, nicrowave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguisher 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.	rs.				
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 (it equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti are tickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper owels, toilet seat covers) and soap as needed. Fri: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And	nd				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

		Hours		KCf
SC0602 Station South		2300 - 0700		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-S	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 floor	rs. 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 strearound 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) including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform end tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stair trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graft sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clear estrooms. Deodorize the entire station upon arriving and departing each station you are assigned to of duty.	ays. Wipe down &) in control areas . Remove all pigeon chrome tops on all trash platform and mezzanine s. Spot clean ADA ns on floor at base of fiti, stickers, and an EFR and employee			
*Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform ar all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clear required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse	ADA tactile as			
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 manicrowave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe of Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket housing.	lown Fire Extinguishers. wash and disinfect			
Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris a 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, equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stavels, toilet seet accuracy and soon as proceed.	electric hand dryers (if Remove all graffiti and			

Task subject to change and/or chance.

towels, toilet seat covers) and soap as needed.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	<u> </u>	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. Re-scrap station. Remove all spills from floor	Cleveland St	J	J022	1420 - 1500	
Report Off Duty.	Cleveland St	J	J022	1500 -	
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 down 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. Remove all droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops of receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean attactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at 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 enterstrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during of duty.	m & as pigeon all trash mezzanine ADA pase of ad mployee				
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 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, refrige microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Exti Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disin housing. Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty che 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 drequipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all g stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tiss towels, toilet seat covers) and soap as needed.	rator, nguishers. ifect mical yers (if raffiti and				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		lours		RC#
SC0602B Station South	1	500 - 2300		277
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	y			
Report On Duty In Full Uniform.	Cleveland St	J	J022	1500 - 1730
*General Duties- see below		_		
*Major Duty- see below	Cleveland St	J	J022	1730 - 1830
Lunch	Cleveland St	J	J022	1830 - 1900
*General Duties- see below	Norwood Av	J	J023	1910 - 2110
*Major Duty- see below	Norwood Av	J	J023	2110 - 2210
*Inspect station for unsanitary conditions and correct.	Cleveland St	J	J022	2220 - 2300
Re-scrap station. Remove all spills from floors.				
Report Off Duty.	Cleveland St	J	J022	2300 -
*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, platforms, underpass, and passageways. Wip disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in contrincluding OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remov droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome t receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot of	e down & rol areas ve all pigeon ops on all trash n and mezzanine			
tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on flo trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stick sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean du of duty.	ers, and and employee			
All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for Cleveland St and Norwood Ave Stations. Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empt 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 m 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. Wed: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And Paper Supplies.	nirrors, electric brush. Remove			
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, re microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and housing.	e Extinguishers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC
SC0603 Station South	230	0 - 0700		277
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 Wed: Bucket wash trash receptacles and s/w's on Manhattan Side Wed: Bucket wash trash receptacles on mezzanine and scuff marks. Thur: Pick up supplies from Myrtle Wyckoff/ Livonia Ave (weekly) Fri Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#	
SC0603A Station South		2300 - 0700		277	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Gates Av	J	J013	2300 - 0145	
*C - 1 D' 1 1					
*General Duties- see below	Gates Av	T	J013	0145 - 0230	
**Major Duty "Floors"- see below	Gates Av	1	J013	0230 - 0300	
***Major Duty- see below		J			
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.	168 St	A C	N013	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 han Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and dramarks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and 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	drails. e and ag l				
***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 all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinl and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish 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. Disca 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.	ks toilet				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0604 Station South	2	2300 - 0700		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Flushing Av	J M	J007	2300 -
*General Duties- see below	Flushing Av	J М	J007	2300 - 0030
**Major Duty "Floors"- see below	Flushing Av	Ј М	J007	0030 - 0115
***Elevator Duties – see below	Flushing Av	J M	J007	0115 - 0135
Note- If Elevators are out of service, listed General Duties will be performed				
****Major Duty- see below	Flushing Av	J M	J007	0135 - 0215
Lunch	Lorimer St	Ј М	J005	0230 - 0300
*General Duties- see below	Lorimer St	J M	J005	0300 - 0430
**Major Duty "Floors"- see below	Lorimer St	J M	J005	0430 - 0515
	Lorimer St	J M	J005	0515 - 0550
****Major Duty- see below				
*General Duties- see below	Flushing Av	J M	J007	0600 - 0700
***Elevator Duties	Flushing Av	J M	J007	0640 - 0700
Report Off Duty. *General Duties-Daily	Flushing Av	J M	J007	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 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.	nd			
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. Na all stairway landings. 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.	Лор			
Elevator Duties - Clean and polish [ELE #393 #394 #395].Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator flow 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 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 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 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.	all			

Task subject to change and/or chance.

Sat: Bucket wash trash receptacles and remove drag marks.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0605 Station South		2300 - 0700		2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Marcy Av	J M Z	J001	2300 -	
*General Duties- see below	Marcy Av	J M Z	J001	2300 - 0100	
**Major Duty "Floors"- see below	Marcy Av	J M Z	J001	0100 - 0140	
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Marcy Av	J M Z	J001	0140 - 0200	
****Major Duty- see below	Marcy Av	J M Z	J001	0200 - 0245	
Lunch	Hewes St	J М	J003	0300 - 0330	
*General Duties- see below	Hewes St	Ј М	J003	0330 - 0445	
**Major Duty "Floors"- see below	Hewes St	Ј М	J003	0445 - 0515	
****Major Duty- see below	Hewes St	Ј М	J003	0515 - 0550	
*General Duties- see below	Marcy Av	J M Z	J001	0600 - 0700	
***Elevator Duties – see below	Marcy Av	J M Z	J001	0640 - 0700	
Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street 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 handrar Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all 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. Mall stairway landings. 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 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 refuse housinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces-	Top wn	J M Z	J001	0700 -	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#
SC0606 Station South	0	0700 - 1500		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Fresh Pond Rd	M	K025	0700 -
*General Duties- see below	Fresh Pond Rd	M	K025	0700 - 1000
**Major Duty- see below	Fresh Pond Rd	M	K025	1000 - 1050
Lunch	Fresh Pond Rd	M	K025	1100 - 1130
*General Duty - see below	Forest Av	M	K024	1140 - 1400
*Major Duties - see below	Forest Av	M	K024	1400 - 1450
Report Off Duty.	Fresh Pond Rd	M	K025	1500 -
Inspect station 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 han Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and dra marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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, ware 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 respectiv 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 all surf	drails. e and ag l t y. ash			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0607 0700 - 1500 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** K026 0700 -Middle Village M Report On Duty In Full Uniform. Metropolitan Av Middle Village M K026 0700 - 1000 *General Duties- see below Metropolitan Av Middle Village M K026 1000 - 1050 **Major Duty- see below Metropolitan Av Middle Village M K026 1100 - 1130 Lunch Metropolitan Av Seneca Av M K022 1140 - 1400 *General Duty- see below M K022 1400 - 1450 Seneca Av **Major Duties- see below Middle Village K026 1500 -Report Off Duty. M Metropolitan 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, 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 Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0607A 0700 - 1500 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** K019 0700 - 1000 Knickerbocker Av Report On Duty In Full Uniform. M *General Duties- see below 1000 - 1100 Knickerbocker Av K019 **Major Duty- see below K019 1100 - 1130 Knickerbocker Av M Lunch M K017 1140 - 1400 Central Av *General Duty - see below 1400 - 1450 Central Av M K017 **Major Duties- see below K019 1500 -Report Off Duty. Knickerbocker Av M *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning-Sun: Booth- Clean booth [K019 Knickerbocker] [K017 Central Ave] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job# SC0608 Station South		Hours 0700 - 1500		
			рооти	27
INSTRUCTIONS See Jose Section Jose	STATION	LINE	воотн	HOURS
Sunday-Saturday	1121 G	l T	1027	10700 0020
Report On Duty In Full Uniform.	121 St	J	J037	0700 - 0930
*General Duties- see below				
**Major Duty- see below	121 St	J	J037	0930 - 1030
Lunch	121 St	J	J037	1030 - 1100
*General Duties- see below	111 St	J	J035	1110 - 1310
**Major Duty- see below	111 St	J	J035	1310 - 1410
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	121 St	J	J037	1420 - 1500
Report Off Duty.	121 St	J	J037	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all traineceptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanifloors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA factile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for (121 St and 111 St station) Sun: Booth (J37 121St and J35 111 St.) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of the properties of t	r			
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 Extinguisher Wed: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect mousing. 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 as stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper)	rs.			

Task subject to change and/or chance.

towels, toilet seat covers) and soap as needed.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job# Hours SC0609 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** J031 Woodhaven Blvd JZ0700 - 0930 Report On Duty In Full Uniform. *General Duties- see below Woodhaven Blvd JΖ J031 0930 - 1030 **Major Duty- see below Woodhaven Blvd JΖ J031 1030 - 1100 Lunch 104 St J034 1110 - 1310 *General Duties- see below 104 St J034 1310 - 1410 **Major Duty- see below Woodhaven Blvd 1420 - 1500 J031 JZ*Inspect station for unsanitary conditions and correct. Re-scrap. Remove all spills from floors. Woodhaven Blvd J031 Report Off Duty. JZ1500 -*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 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 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0610 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 85 St-Forest Pkwy J030 0700 - 0930 Report On Duty In Full Uniform. *General Duties- see below 85 St-Forest Pkwy J030 0930 - 1030 **Major Duty- see below 85 St-Forest Pkwy J030 1030 - 1100 Lunch 75 St-Elderts Ln J028 1110 - 1310 *General Duties- see below J028 75 St-Elderts Ln 1310 - 1410 **Major Duty- see below 1420 - 1500 J030 85 St-Forest Pkwy *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. 85 St-Forest Pkwy J030 1500 -Report Off Duty *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for 85 St/Forest Pkwy & 75 St/Elderts Lane station Sun: Booth (85 St/Forest Pkwy & 75 St/Elderts Lane.) - Clean booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Pick Up Supplies from J031- Woodhaven Blvd. Main Supply Rooms. Restock Chemical And 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 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick

Job# Hours SC0611 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** J024 0700 - 0930 Report On Duty In Full Uniform. Crescent St *General Duties- see below Crescent St J024 0930 - 1030 **Major Duty- see below 1030 - 1100 Crescent St J024 Lunch J025 1110 - 1310 Cypress Hills *General Duties- see below J025 1310 - 1410 Cypress Hills **Major Duty- see below J024 1420 - 1500 Crescent St *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. Crescent St J024 1500 -Report Off Duty *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. All Major duty must be performed from below list. **Major Duty Cleaning and pick up supplies for 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 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

Task subject to change and/or chance.

towels, toilet seat covers) and soap as needed.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Pick Effective Date:

7/16/2023

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0612 Station South	0700 - 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	Chauncey St	J	J017	1140 - 1400	
**Major Duties- see below	Chauncey St	J	J017	1400 - 1450	
Report Off Duty.	Broadway Junction	A C	N124	1500 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs ("J" platform and mezzanine-U7, U5, PU1, PU2, U8, U6, PU3 and PU4). Scrap all upper mezzanine and "J" platforms. Wipe down & disinfect all stairway handrails. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways and platforms. Clean all ledges in upper mezzanine leading towards escalators ES331, ES330, ES347 and benches Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning-1000-1050 Sun: Booth- Clean booth [N124 Broadway Junction] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon/Wed: -Refuse Room "J"- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. 1400-1450 Sun: Booth- Clean booth [J017 Chauncey St] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishe					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0612A Station South	1500 - 2300			2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Broadway Junction	A C	N124	1500 - 1700	
*General Duties- see below					
**Major Duty- see below	Broadway Junction	A C	N124	1700 - 1800	
**Major Duty- see below	Chauncey St	J	J017	1810 - 1900	
Lunch	Chauncey St	J	J017	1900 - 1930	
*General Duties - see below	Chauncey St	J	J017	1930 - 2200	
*General Duties- see below	Broadway Junction	A C	N124	2200 - 2300	
Report Off Duty.	Broadway Junction		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 stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all piged droppings from all railings, stairways and platforms. Clean all ledges in upper mezzanine leading towards escalators E331 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. Tries/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 statior Sat: Manhattan Plat: remove pigeon droppings and bucket wash all trash receptacles. 1810-1900 Sun: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Faci	on 1, er. ns.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		
SC0613 Station South		0700 - 1500		
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 -
*General Duties-Daily Inspect station 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 clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and dramarks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty	drails. and ag			
**Major Duty Cleaning- Sun: Booth- Clean booth [J013 Gates Ave] [J016 Halsey St] interior and exterior. Sweep and mop floor, wash walls, do 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. Discardebris 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 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. Empty trash cans. Sweep, mop and disinfect the floor. Replenish 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	down			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

Job# SC0613A 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Report On Duty In Full Uniform. Van Siclen Av J021 0700 - 0930 General Duties- see below J021 0930 - 1030 Van Siclen Av Major Duty- see below J021 1030 - 1100 Van Siclen Av Lunch Alabama Av J020 1110 - 1310 JZGeneral Duties- see below J020 1310 - 1410 Alabama Av JΖ Major Duty- see below 1420 - 1500 *Inspect station for unsanitary conditions and correct. J021 Van Siclen Av 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 Sielen 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 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor, Clean employee restrooms, Clean RTO Crew Room and Consolidated Facility (if applicable), Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0614 Station South	0	700 - 1500		2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Myrtle Av	J M Z	J009	0700 -	
*General Duties- see below	Myrtle Av	J M Z	J009	0700 - 0930	
**Public Restroom Duties (0930-1000) – see below Note- If public restrooms are out of service, listed General Duties will be performed.	Myrtle Av	J M Z	J009	0930 - 1000	
*** Major Duties- see below	Myrtle Av	J M Z	J009	1000 - 1120	
Lunch	Myrtle Av	J M Z	J009	1130 - 1200	
**Public Restroom Duties (1200-1300) – see below Close public restrooms 1200-1300 hours Note- If public restrooms are out of service, listed General Duties will be performed.	Myrtle Av	J M Z	J009	1200 - 1300	
*General Duties- see below	Kosciuszko St	J	J012	1310 - 1410	
***Major Duties- see below	Kosciuszko St	J	J012	1410 - 1450	
Report Off Duty.	Myrtle Av	J M Z	J009	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. 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 pigeo droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire statior upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening. ****Major Duty Cleaning Sun: Booth- Clean booth [1009 Myrtle Ave] [1012 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 Extinguishers. Discard all d	on n				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC
SC0614A Station South		0700 - 1500		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Flushing Av	J M	J007	0700 - 0900
*General Duties- see below				
**Major Duty- see below	Flushing Av	J M	J007	0900 - 0940
***Elevator Duties – see below	Flushing Av	Ј М	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	J M	J005	1110 - 1300
	Lorimer St	J M	J005	1300 - 1350
**Major Duty- see below	Flushing Av	J M	J007	1400 - 1445
*General Duties- see below	Flushing Av Flushing Av	J M	J007	1445 - 1500
***Elevator Duties – see below Report Off Duty.	Flushing Av Flushing Av	J M	J007	1500 -
Report on Buty.	Trasming 717			1200
clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Major Duty Cleaning- Sun: Booth- Clean booth [J007 Flushing Ave] [J005 Lorimer St] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.				
***Elevator Duties - Clean and polish [ELE #393 #394 #395]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours		RC#		
SC0615 Station South	0700 - 1500			277	
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	Ј М	J003	1110 - 1300	
**Major Duty- see below	Hewes St	Ј М	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 -	
down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
*Major Duty Cleaning- Sun: Booth- Clean booth [J001 Marcy Ave] [J003 Hewes St] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Myrtle Wyckoff Wed: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms. Thu: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Fri: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.					
**Elevator Duties - Clean and polish [ELE #391 #392].Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors					

Task subject to change and/or chance.

sills. Clean and wipe down the safety edge with a dry rag from top to bottom.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

ob#	Hours			RC#	
C0616 Station South	15	500 - 2300		2776	
NSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
eport On Duty In Full Uniform.	Middle Village Metropolitan Av	M	K026	1500 -	
General Duties- see below	Middle Village Metropolitan Av	M	K026	1500 - 1800	
*Major Duty- see below	Middle Village Metropolitan Av	M	K026	1800 - 1840	
unch	Seneca Av	M	K022	1900 - 1930	
General Duty - see below	Seneca Av	M	K022	1930 - 2100	
*Major Duties- see below	Seneca Av	M	K022	2100 - 2240	
eport Off Duty.	Middle Village Metropolitan Av	M	K026	2300 -	
round 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 own all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect an lean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag narks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all rine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and tutside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch oints. Clean EFR and employee restrooms. Decodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- un: 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. In Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective fations. The 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, effigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down fatigates—walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and floor. Clean and organize the room. Discard all debris and empty chemical hurs: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical	wn				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	н	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	M	K025	1500 - 1800
*General Duties- see below				
**Major Duty- see below	Fresh Pond Rd	M	K025	1800 - 1900
Lunch	Fresh Pond Rd	M	K025	1900 - 1930
*General Duty - see below	Forest Av	M	K024	1940 - 2100
**Major Duties- see below	Forest Av	M	K024	2100 - 2250
Report Off Duty.	Fresh Pond Rd	M	K025	2300 -
Inspect station 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 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 di	1			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0616B 1500 - 2300 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** K019 Knickerbocker Av 1500 - 1800 Report On Duty In Full Uniform. M *General Duties- see below Knickerbocker Av K019 1800 - 1900 **Major Duty- see below K019 Knickerbocker Av M 1900 - 1930 Lunch M K017 1940 - 2200 Central Av *General Duty - see below K017 2200 - 2250 Central Av M **Major Duties- see below Report Off Duty. K019 2300 -Knickerbocker Av M *General Duties-Daily Inspect station 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 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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 -
Inspect station 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 a clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and dramarks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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 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 dall 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, mo	all down soilet			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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 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			
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. 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 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 Extinguishe Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect	ove			

Task subject to change and/or chance.

housing.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

housing.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0618 1500 - 2300 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 85 St-Forest Pkwy J030 1500 -Report on Duty in Full Uniform 85 St-Forest Pkwy J030 1500 - 1730 *General Duties- see below 1730 - 1830 85 St-Forest Pkwy J030 **Major Duty- see below 85 St-Forest Pkwy J030 1830 - 1900 Lunch 75 St-Elderts Ln J028 1910 - 2110 *General Duties- see below 75 St-Elderts Ln J028 2110 - 2210 **Major Duty- see below 85 St-Forest Pkwy J030 2220 - 2300 *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors. 2300 -85 St-Forest Pkwy J030 Report off Duty *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for 85th St and 75th St stations. Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Mon: O-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

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0618A 2300 - 0700 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 85 St-Forest Pkwy J030 2300 - 0100 Report On Duty In Full Uniform. *General Duties- see below 85 St-Forest Pkwy J030 0100 - 0145 *Major Duty Floors- see below J030 0145 - 0215 85 St-Forest Pkwy *Major Duty- see below 85 St-Forest Pkwy J030 0215 - 0245 Lunch J028 0300 - 0430 75 St-Elderts Ln *General Duties- see below 0430 - 0515 J028 75 St-Elderts Ln *Major Duty Floors- see below 75 St-Elderts Ln 0515 - 0610 J028 *Major Duty- see below *Inspect station for unsanitary conditions and correct. J030 0620 - 0700 85 St-Forest Pkwy Re-scrap station. Remove all spills from floors. 85 St-Forest Pkwy J030 0700 -Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. All Major duty must be performed from below list. **Major Duty Cleaning- pick up supplies for 85th St and 75th St stations. Sun: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Mon: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect 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

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: Sweep all street stairways and bucket wash all street stairways and handrails

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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	JΖ	J020	0300 - 0430
*Major Duty Floors- see below	Alabama Av	J Z	J020	0430 - 0515
*Major Duty- see below	Alabama Av	J Z	J020	0515 - 0610
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floors.	Van Siclen Av	J	J021	0620 - 0700
Report Off Duty.	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. Mol all stairway landings. 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.	0			
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		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	J Z	J020	1910 - 2110
*Major Duty- see below	Alabama Av	J Z	J020	2110 - 2210
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills from floor	Van Siclen Av	J	J021	2220 - 2300
Report Off Duty.	Van Siclen Av	J	J021	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scr around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control ar including OMNY validators, Wipe down all digital ad panels. HPI Units, FDNY Standpipe Outlets. Remove all droppings from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops of receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at trash receptacle. Clean all Windows and stations Signs. Clean all ledges and benches. Remove graffiti, stickers, a sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and e restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during of duty.	wn & eas pigeon on all trash mezzanine ADA base of and employee			
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 che 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 brus 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: 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, refrige microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down Fire Ext Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfhousing.	s, electric sh. Remove stock rator, inguishers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0620 Station South		1500 - 2300		2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Marcy Av	J M Z	J001	1500 -	
*General Duties- see below	Marcy Av	J M Z	J001	1500 - 1700	
**Major Duty- see below	Marcy Av	J M Z	J001	1700 - 1740	
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Marcy Av	J M Z	J001	1740 - 1820	
Lunch	Hewes St	Ј М	J003	1830 - 1900	
*General Duties- see below	Hewes St	J М	J003	1910 - 2000	
**Major Duty- see below	Hewes St	Ј М	J003	2000 - 2150	
***Elevator Duties- see below	Marcy Av	J M Z	J001	2200 - 2220	
*General Duties- see below	Marcy Av	J M Z	J001	2220 - 2300	
Report Off Duty.	Marcy Av	J M Z	J001	2300 -	
Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all 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 chance.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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 -	
*General Duties-Daily Inspect station 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. More					
all stairway landings. 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. Thur: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Fri: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Sat: Bucket wash trash receptacles and remove drag marks. ***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 galass 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 chance.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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	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 -
Inspect station 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. 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- 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.	р			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0623 Station South		2300 - 0700		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Morgan Ave	L	H019	2300 -
*General Duties- see below	Morgan Ave	L	H019	2300 - 0100
**Major Duty "Floors"- see below	Morgan Ave	L	H019	0100 - 0145
***Major Duty- see below	Morgan Ave	L	H019	0145 - 0230
Lunch	Morgan Ave	L	H019	0230 - 0300
*General Duties- see below	Jefferson St	L	H022	0315 - 0515
**Major Duty "Floors"- see below	Jefferson St	L	H022	0515 - 0600
***Major Duty- see below	Jefferson St	L	H022	0600 - 0650
Report Off Duty.	Morgan Ave	L	H019	0700 -
clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in 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. A all stairway landings. 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 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 Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extingu	Mop own ilet			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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	L	H023	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway 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 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-Sun: Cleaning-Venance 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 brush	op vn et			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

SC0625 Station South		2300 - 0700		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	M	H026	2300 -
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	2300 - 0200
**Public Restroom Duties- See below Note- If public restrooms are out of service listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	0200 - 0230
***Escalator Duties See below	Myrtle Wyckoff Avs	M	H026	0230 - 0330
Lunch	Myrtle Wyckoff Avs	M	H026	0330 - 0400
****Major Duty Floors M Line	Myrtle Wyckoff Avs	M	H026	0400 - 0500
***Escalator Duties See below	Myrtle Wyckoff Avs	M	H026	0500 - 0600
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	0600 - 0700
Report Off Duty.	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 railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces-walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper toilet tissue, paper towels, toilet seat covers and soap as needed.				
***Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart (212)424-4497 Shut down and clean ES332 and ES333. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue.				
**** Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect al urine areas. Sanitize all touch points. Clean and disinfect refuse rooms. Remove pigeon droppings.				
*****Elevator Duties - Clean and polish [ELE #396 #397 #398]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator down stills. Clean and wire down the safety edge with a dry reg from ten to bettern				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0626 Station South			300 - 0700		2774
					2776
INSTRUCTIONS		STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty In Full Uniform.		Wilson Av	L	H032	2300 -
*General Duties- see below		Wilson Av	L	H032	2300 - 0100
**Major Duty "Floors"- see below		Wilson Av	L	H032	0100 - 0145
***Major Duty- see below		Wilson Av	L	H032	0145 - 0230
Lunch		Wilson Av	L	H032	0230 - 0300
*General Duties- see below		Bushwick Av Aberdeen St	L	H033	0315 - 0515
**Major Duty "Floors"- see below		Bushwick Av Aberdeen St	L	Н033	0515 - 0600
		Bushwick Av	L	H033	0600 - 0650
***Major Duty- see below		Aberdeen St			
Report Off Duty.		Wilson Av	L	H032	0700 -
Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows clean chrome tops on all trash receptacles. Bucket wash trash receptacles and bench marks on floor areas. Empty booth trash, clean exterior booth panels and booth winurine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and stic points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assign.	and station signs. Empty, disinfect and es. Remove all stains, spills and drag dows (use water only). Disinfect all all railings, stairways, platform and ker/glue residue. Sanitize all touch				
**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks f all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refu	ends. Spot clean ADA tactile as				
***Major Duty Cleaning-Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces includ refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe do all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop tissue, paper towels, toilet seat covers and soap. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Dis	ing lockers, Quench machines, wn top of Fire Extinguisher. Wipe down dispensers and holders. Clean sinks and disinfect the floor. Replenish toilet				
bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. V 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 do Sat: Bucket wash trash receptacles.	ipe down Fire Extinguisher. Discard all				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0627	Station South	230	0 - 0700		2776
				рости	
INSTRUCTIO	NS Sunday-Saturday	STATION	LINE	ВООТН	HOURS
Report On Duty I	· · · · · · · · · · · · · · · · · · ·	Broadway Junction	A C	N124	2300 -
	IES ON BROADWAY JUNCTION "L" LINE	Broadway Junction		N124	2300 - 0100
*General Duties-		Broadway varietion		11121	2500 0100
	IES ON BROADWAY JUNCTION "L" LINE loors"- see below	Broadway Junction	A C	N124	0100 - 0145
PERFORM DUT	IES ON BROADWAY JUNCTION "L" LINE	Broadway Junction	A C	N124	0145 - 0245
Pigeon Droppings	3				
Lunch		Broadway Junction		N124	0245 - 0315
PERFORM DUT ***Major Duty-se	IES ON BROADWAY JUNCTION "L" LINE see below	Broadway Junction	A C	N124	0315 - 0400
PERFORM DUT *General Duties-	IES ON BROADWAY JUNCTION "L" LINE	Broadway Junction	A C	N124	0400 - 0500
PERFORM DUT	IES ON BROADWAY JUNCTION "L" LINE	Broadway Junction	A C	N124	0500 - 0600
Pigeon Droppings		D. I. I. I.	1 A C	21124	0600 0700
*General Duties-	IES ON BROADWAY JUNCTION "L" LINE	Broadway Junction	A C	N124	0600 - 0700
Report Off Duty.	SEC DEIOW	Broadway Junction	A C	N124	0700 -
U11A/B, U12A/E disinfect all stairs and station signs. benches. Remove bases. Remove al Manhattan L Plat	r unsanitary conditions and correct. Sweep all stairs ("L" platform and mezzanine-U9A/B/C, U10A/B/C, B, U13A/B, U14A/B, M1A/B-M4A/B). Scrap all upper mezzanine and "L" platforms. Wipe down & way handrails. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary I pigeon droppings from all railings, stairways and platforms. Clean all ledges in overpass leading towards form 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				
all stairway landir required. Disinfec	s and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mopings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as at all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	,			
Wipe walls down Mon: Rockaway Tue/Fri: Over pat Wed: Manhattan Thur: Dry Supply	Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

5.60.620			2200 0700		NC:
SC0628	Station South		2300 - 0700		277
INSTRUCTION	NS	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty I	n Uniform.	Atlantic Av	L	H035	2300 -
*General Duties-	see below	Atlantic Av	L	H035	2300 - 0010
**Major Duty" Fl	oor''- see below	Atlantic Av	L	H035	0100 - 0140
***Major Duty- s	ee below	Atlantic Av	L	H035	0140 - 0220
Remove Pigeon D	roppings	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" Fl	oor"- see below	Sutter Av	L	H037	0530 - 0615
***Major Duty- s	ee below01	Sutter Av	L	H037	0615 - 0650
Report Off Duty.		Atlantic Av	L	H035	0700 -
around all street s Clean and polish a down all digital ac clean chrome tops marks on floor are urine areas, disinfo outside areas (3 ft points. Clean EFR Deodorize the enti **Major Duty Flo Remove dust balls all stairway landing	unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft tairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe d panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag eas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all ect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and and employee restrooms. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch and employee restrooms.				
Mon: Employee F refrigerator, micro all surfaces- walls and faucets. Clean tissue, paper towe Tue: Scrubber Robottles. Wipe dow Wed: Refuse Rood debris and empty Thur: Pick up sup Fri Supply Room-	Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms. acility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, wave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet ls, toilet seat covers and soap. Om- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical in Fire Extinguishers. Restock supplies. M- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all boxes. Remove loose debris from refuse inserts and disinfect. plies from Myrtle Wyckoff (weekly) Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. trash receptacles and remove drag marks.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0629 Station South	2300 - 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 -	
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 pigeor 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. 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: Bucket wash trash receptacles, remove drag marks and pigeon droppings. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Pick up supplies from Livonia Ave (weekly) Fri: Bucket wash trash receptacles and remove drag marks.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Sat: 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). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0630 Station South	0700 - 1500			2776	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Bedford Av	L	H009	0700 -	
*General Duties- see below	Bedford Av	L	H009	0700 - 0900	
**Major Duty- see below	Bedford Av	L	H009	0900 - 0940	
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Bedford Av	L	H009	0940 - 1020	
Lunch	Bedford Av	L	H009	1030 - 1100	
*General Duties- see below	Graham Av	L	H013	1110 - 1300	
**Major Duty- see below	Graham Av	L	H013	1300 - 1350	
*General Duties- see below	Bedford Av	L	H009	1400 - 1445	
***Elevator Duties – see below	Bedford Av	L	H009	1445 - 1500	
Report Off Duty.	Bedford Av	L	H009	1500 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handre. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMMy validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect ar 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 wa 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. Disca 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. Reme 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 s	and e alls, ard ove own oilet				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	ours		RC#
SC0631 Station South	07	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	Grand St	L	H015	1140 - 1400
**Major Duties- see below	Grand St	L	H015	1400 - 1450
Report Off Duty.	Montrose Ave	L	H017	1500 -
around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairs Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validated down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, of clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). District urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platfoutside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize a points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station assigned to clean during your tour of duty.	rs. Wipe lisinfect and s and drag infect all form and ll touch			
**Major Duty Cleaning-Sun: Booth- Clean booth [H017 Montrose Ave] [H015 Grand Ave] interior and exterior. Sweep and mop floor 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 Extinguished 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 a stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguished Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machin refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguished all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. C and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Retissue, 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 cleottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguishers.	respective hers. es, r. Wipe down lean sinks eplenish toilet nemical			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0632 Station South	tation South 0700 - 1500			2776
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 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 Cleaning- Sun: Booth- Clean booth [H019 Morgan Ave] [H022 Jefferson St] interior and exterior. Sweep and mop floor, wash walls dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Myrtle Wyckoff (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguishers. Wipe do all surfaces- walls, modesty panels, vanity m	d s,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Hours		RC#
SC0633 Station South		0700 - 1500		277
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	DeKalb Av	L	H023	0700 -
**General Duties- see below	DeKalb Av	L	H023	0700 - 1000
*Major Duty- see below	DeKalb Av	L	H023	1000 - 1050
Lunch	DeKalb Av	L	H023	1100 - 1130
**General Duties- see below	Halsey St	L	H028	1140 - 1400
*Major Duties- see below	Halsey St	L	H028	1400 - 1450
Report Off Duty.	DeKalb Av	L	H023	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway hands Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect a 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 ar assigned to clean during your tour of duty.	nd 3			
**Major Duty Cleaning- Sun: Booth- Clean booth [H023 Dekalb Ave] [H028 Halsey St] interior and exterior. Sweep and mop floor, wash walls, 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 d all 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. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.	own			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	ours		RC#
SC0634 Station South	07	0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	M	H026	0700 -
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	0700 - 1000
**Major Duty- see below	Myrtle Wyckoff Avs	M	H026	1000 - 1100
Lunch	Myrtle Wyckoff Avs	M	H026	1100 - 1130
Scrap Bus Transfer	Myrtle Wyckoff Avs	M	H026	1130 - 1200
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1200 - 1230
**Major Duty- see below	Myrtle Wyckoff Avs	M	H026	1230 - 1300
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	1300 - 1500
Report Off Duty.	Myrtle Wyckoff Avs	M	H026	1500 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine leading to L plat across supv office, and street). Clean/Scrap 3ft around all street stairways and bus transfer area. Scrap all mezzanines, cor areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Tur 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. Repigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remograffiti, 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.	ntrol rnstiles, andpipe ket wash kterior emove all ove			
*Major Duty Cleaning- 1000-1100-Employee Facility Room including wall and floors. Clean, Disinfect and Restock employee toilets. Emptrash receptacles. 1230-1300 -Clean Consolidated facility room, locker rooms and lunch rooms. Clean, Disinfect and Restock employ Empty all trash receptacles.				
**Elevator Duties - Clean and polish [ELE #396 #397]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator fl Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and ext glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator sills. Clean and wipe down the safety edge with a dry rag from top to bottom.	terior			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0635 Station South	0′	0700 - 1500		
INSTRUCTIONS	STATION	LINE	воотн	2776 HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. Opening public restroom 0700 hours	Myrtle Wyckoff Avs	M	H026	0700 -
*General Duties- see below Check and restock public bathrooms 0930-1000 **Public Restroom Duties (0930-1000) – see below	Myrtle Wyckoff Avs	M	H026	0700 - 1000
Note- In lieu public restrooms out of service, listed General Duties will be performed. ***Elevator Duties – see below	Myrtle Wyckoff	M	H026	1000 - 1040
Note- If Elevators are out of service, listed General Duties will be performed ****Major Duties- see below	Avs Myrtle Wyckoff Avs	M	H026	1040 - 1130
Lunch	Myrtle Wyckoff Avs	M	H026	1130 - 1200
**Public Restroom Duties (1200-1300)—see below Close public restrooms 1200-1300 hours Note- If public restrooms are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1200 - 1300
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	1300 - 1500
Report Off Duty	Myrtle Wyckoff Avs	M	H026	1500 -
[where H026 booth located], 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, HPI Units, FDNY Standpip Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket was 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 pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the estation upon arriving and departing each station you are assigned to clean during your tour of duty.	pe ash r e all			
**Public Toilet Duties Clean Men and Women public toilets: 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 graffiti stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper toilet tissue, paper tov toilet seat covers and soap as needed.	and			
****Major Duty Cleaning- Sun: Booth- Clean booth [H026 Myrtle Wyckoff] interior and exterior. Sweep and mop floor, wash walls, dust top of le including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon/Wed/Fri: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tues/Thurs: GSM Office and bathroom upper mezzanine - Clean desks, table tops, Quench unit, refrigerator and microw Sweep and mop floors, disinfect. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Sat: Supv Office - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect.	vave.			
***Elevator Duties – Clean and polish [ELE #398]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Candidate the sefects and sticker	on			

Task subject to change and/or chance.

and wipe down the safety edge with a dry rag from top to bottom.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#	
SC0636 Station South	0700 - 1500			2776	
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 -	
around all street stairways and side ramp. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residu Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
**Major Duty Cleaning-Sun: Booth- Clean booth [H032 Wilson Ave] [H033 Bushwick Ave] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe 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 toil tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0637 0700 - 1500 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 0700 -Broadway Junction A C N124 Report On Duty In Full Uniform. A C N124 0700 - 1000 **Broadway Junction** *General Duties- see below N124 1000 - 1050 **Broadway Junction** A C **Major Duty- see below 1100 - 1130 N124 **Broadway Junction** Lunch **Broadway Junction** A C N124 1140 - 1400 *General Duty- see below Broadway Junction A C N124 1400 - 1450 **Major Duties- see below Broadway Junction A C N124 1500 -Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs ("L" platform and mezzanine-U9A/B/C, U10A/B/C, U11A/B, U12A/B, U13A/B, U14A/B, M1A/B-M4A/B). Scrap all upper mezzanine and "L" platforms. Wipe down & disinfect all stairway handrails. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways and platforms. Clean all ledges in overpass leading towards Manhattan L Platform and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning-1000-1050 Sun: Wet Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Mon/Thu: Over path: clean windows and bucket wash over path. Tues: Dry Supply Room: Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Supervisor Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Fri: Rockaway Platform- Bucket wash trash receptacles and sandbox. Sat: Manhattan Platform- Bucket wash trash receptacles and sandbox. Check and restock employee bathroom. Check employee facility room. Remove any litter and boxes.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0638 Station South		0700 - 1500		277
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/S around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validator down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, delean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinurine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platfo outside areas (3 ft.) and along the base on the tussle (on street level). Clean all ledges and benches. Remove grastickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the cupon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth- Clean booth [H035 Atlantic Ave] [H037 Sutter Ave] interior and exterior. Sweep and mop floor, we 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 debrefuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respectations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguish Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machine.	vay handrails. es. Wipe isinfect and and drag affect all orm and affiti, entire station vash walls, eris from ective aers. es,			
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. Cland faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Recissue, 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 choottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debrivefuse inserts and disinfect.	ean sinks plenish toilet emical			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0639 Station South	0	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	Livonia Av	L	H038	1030 - 1130
Note- If Elevators are out of service, listed General Duties will be performed	T		11020	1120 1220
*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 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 a clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Sun: Booth- Clean booth [H039 New Lots Ave] [H038 Livonia Ave] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect the floor. Replenish to tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wa	own soilet			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0640 0700 - 1500 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** H041 0700 -Canarsie Rockaway Report On Duty In Full Uniform. Pkwy Canarsie Rockaway H041 0700 - 0900 *General Duties- see below Pkwy Canarsie Rockaway H041 0900 - 0930 *Major Duties-see below Pkwy East 105 St H040 0940 - 1110 *General Duties- see below H040 1110 - 1140 East 105 St L *Major Duties-see below East 105 St L H040 1140 - 1210 Lunch Canarsie Rockaway H041 1220 - 1500 *General Duties- see below Report Off Duty. Canarsie Rockaway H041 1500 -Pkwy *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep stairs and ramp towards public parking lot entrance, bus ramp and walkway to Glenwood Road and Bus Parking Lot. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platform. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- [0900-0930] [11:10-1140] Sun: Booth- Clean booth [H041 Rockaway Pkwy] [H040 East 105 St] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon/Sat: Refuse Housing/Room- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down fire extinguishers. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0641 Station South		1500 - 2300		2776
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bedford Av	L	H009	1500 -
*General Duties- see below	Bedford Av	L	H009	1500 - 1700
**Major Duty- see below	Bedford Av	L	H009	1700 - 1740
***Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Bedford Av	L	H009	1740 - 1820
Lunch	Bedford Av	L	H009	1830 - 1900
*General Duties- see below	Graham Av	L	H013	1910 - 2000
**Major Duty- see below	Graham Av	L	H013	2000 - 2150
*General Duties- see below ***Elevator Duties – see below	Bedford Av	L	H009	2200 - 2300
Report Off Duty.	Bedford Av	L	H009	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 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 the floor. Replenish toil tissue, paper towels, toilet seat covers and soap. Thurs: Signal Bathroom and Employee bathroom/Bucket wash all trash receptacles- Wipe down all surfaces- walls, modest panels, vanity mirro	rn et			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	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
**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 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 Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tue: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe 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 c	l /n et			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC
SC0642 Station South		1500 - 2300		277
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 -
Inspect station 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 a 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 d all 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 t	own			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0642A Station South		1500 - 2300		
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 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 a clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning- Sun: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguishers. When dell surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe dell surfaces	and g re			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

JUD#		1500 - 2300			
SC0643 Station South	15	277			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	M	H026	1500 -	
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	1500 - 1800	
*Major Duty- see below	Myrtle Wyckoff Avs	M	H026	1800 - 1900	
Lunch	Myrtle Wyckoff Avs	M	H026	1900 - 1930	
Scrap bus Transfer	Myrtle Wyckoff Avs	M	H026	1930 - 2000	
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	2000 - 2100	
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	2100 - 2200	
*Major Duty- see below	Myrtle Wyckoff Avs	M	H026	2200 - 2300	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, s/w S4A/B/C, mezzanine [leading to L across from supv office], and street). Clean/Scrap 3ft around all street stairways and bus transfer area. Scrap all mezzan 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, FDN 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 restroon 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 alt 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 doo	ines, NY ns. lilets.	M	H026	2300 -	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0643A Station South	1500 - 2300			2776	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Myrtle Wyckoff Avs	M	H026	1500 -	
*General Duties- see below Public Restroom Duties (1530-1600) – see below Check and restock public bathrooms 1530-1600 Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1500 - 1800	
Elevator Duties – see below Note- If Elevators are out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1800 - 1830	
Lunch	Myrtle Wyckoff Avs	M	H026	1830 - 1900	
**Public Restroom Duties – see below Close public restrooms 1900 hours Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Wyckoff Avs	M	H026	1900 - 2000	
* Major Duty	Myrtle Wyckoff Avs	M	H026	2000 - 2100	
Elevator Duties – see below	Myrtle Wyckoff Avs	M	H026	2100 - 2130	
*General Duties- see below	Myrtle Wyckoff Avs	M	H026	2130 - 2300	
Report off duty	Myrtle Wyckoff Avs	M	H026	2300 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, P2A/B, U1A/B/C, S5A/B/C mezzanine [where H026 booth located], and street including bus ramp). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
**Major Duty Cleaning- Sun: Supv Office - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Mon/Wed: GSM Office and bathroom upper mezzanine - Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tues/Thurs/Sat: Refuse Room- Clean and disinfect refuse room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.					
***Elevator Duties - Clean and polish [ELE #398, M level of ELE#396]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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	J M	J007	1700 - 1740
***Elevator Duties – see below	Flushing Av	Ј М	J007	1740 - 1820
Note- If Elevators are out of service, listed General Duties will be performed	T1 1: 4	126	1005	1020 1000
Lunch	Flushing Av	J M	J007	1830 - 1900
*General Duties- see below	Lorimer St	J M	J005	1910 - 2000
**Major Duty- see below	Lorimer St	J M	J005	2000 - 2150
***Elevator Duties- see below	Flushing Av	J M	J007	2200 - 2220
*General Duties- see below	Flushing Av	J M	J007	2220 - 2300
Report Off Duty.	Flushing Av	J M	J007	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handra Clean and polish AFC equipment (MYMs, Turnstiles, HEETs/HXT) in control areas including OMMY validators. Wipe down all 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 dow all surfaces walls, modesty panels, vanity mirros, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet	wn let			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	I	Hours		RC#
SC0645 Station South	1	1500 - 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 -
around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all sta Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validated down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spin marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Durine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, pla outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your to the control of the	tors. Wipe , disinfect and lls and drag isinfect all atform and all touch			
**Major Duty Cleaning-Sun: Refuse Housing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose d refuse inserts and disinfect. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empt bottles. Wipe down Fire Extinguishers. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extingu Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench mac refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguish all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash receptacles.	y chemical uishers hines, her. Wipe down Clean sinks			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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/S around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairw Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validator down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, d clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disi urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platfo outside areas (3 ft.) and along the base on the tussle (on street level). Clean all ledges and benches. Remove gustickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the outpon 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 debrefuse inserts and disinfect. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty bottles. Wipe down Fire Extinguishers. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisl Wed: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machin 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. Clean faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Re tissue, paper towels, toilet seat covers and soap. Thurs: Bucket wash all trash	ray handrails. s. Wipe sinfect and and drag nfect all orm and affiti, entire station is from chemical ners. es, . Wipe down ean sinks plenish toilet			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

J0D#			10015		KC
SC0645B	Station South	1	1500 - 2300		277
INSTRUCTION	S	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In	Full Uniform.	New Lots Av	L	H039	1500 - 1700
*General Duties- se	ee below				
**Major Duty- see		New Lots Av	L	H039	1700 - 1745
***Elevator Duties		Livonia Av	L	H038	1800 - 1830
Note- If Elevators a					
	eral Duties will be performed	T		11020	1020 1000
Lunch		Livonia Av	L	H038	1830 - 1900
*General Duties- se	ee below	Livonia Av	L	H038	1900 - 2100
**Major Duties- se	e below	Livonia Av	L	H038	2100 - 2145
*** Elevator Duties	······································	Livonia Av	L	H038	2145 - 2200
*General Duties- se	ee below	New Lots Av	L	H039	2210 - 2300
Report Off Duty.		New Lots Av	L	H039	2300 -
Clean and polish A down all digital ad clean chrome tops of marks on floor area urine areas, disinfect outside areas (3 ft.) points. Clean EFR	airways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe I panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag as. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all cet gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch and employee restrooms.				
refuse inserts and d Mon: Scrubber Roc bottles. Wipe down Tues: Supply Room Wed: Employee Fa refrigerator, microw all surfaces- walls, and faucets. Clean tissue, paper towels Thurs: Bucket wash Fri: Pick up supplie	ing- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from disinfect. om- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical in Fire Extinguishers. Restock supplies. m- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. acility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, wave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet s, toilet seat covers and soap. the all trash receptacles. es from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. ng- Clean and disinfect refuse housing. Deck floor and discard all debris. Remove loose debris from				
Clean and polish [H	ELE #771 #772]. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior ll levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0646 Station South	1500 - 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 pigeor droppings from all railings, stairways, platform and outside areas (3 ft.) Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
**Major Duty Cleaning- Sun: Booth- Clean booth [H041 Rockaway Pkwy] [H040 East 105 St] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon/Sat: Refuse Housing/Room- Clean and disinfect refuse housing. Deck wash walls and floor. Wipe down fire extinguishers. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective stations. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.					
. ***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.					

Task subject to change and/or chance.

OWN CLEANING AND PAPER STOCK SUPPLIES.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0647	Station South		ours 600 - 0700		RC#
					2773
INSTRUCTION	Sunday-Saturday	STATION	LINE	ВООТН	HOURS
Report On Duty Ir		Astoria Blvd	N W	R514	2300 -
*General Duties- s		Astoria Blvd	N W	R514	2300 - 0130
*Major Duty Clear		Astoria Blvd	N W	R514	0140 - 0210
*General Duties- s		Astoria Ditmars Blvd	N W	R515	0220 - 0330
Lunch		Astoria Ditmars Blvd	N W	R515	0330 - 0400
*Major Duty Clear	ning- see below	Astoria Ditmars Blvd	N W	R515	0400 - 0430
*RTO Facilities D	uties	Astoria Ditmars Blvd	N W	R515	0430 - 0500
Elevator Duties—s Note: If elevators	see below are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	0510 - 0600
*General Duties- s	ee below	Astoria Blvd	N W	R514	0600 - 0700
Report Off Duty. *General Duties-D	aily	Astoria Blvd	N W	R514	0700 -
around all street st down & disinfect areas including OM and station signs. In on floor areas. Em disinfect gutters ar ft.) and passagewa touch points. Clear	unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft airways including. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control MNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks pty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 y overpass. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all a EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you an during your tour of duty.				
Sun/Thu: Platform HPI/CAI, sandbox including all trash Mon: Glass Clean chrome rims and t Tue: R514-Bird D bird dropping and wall baseboards th Wed/Sat: Stairway glass and handrails throughout mezzar Fri: Refuse Housin housing.	Cleaning: Deck wash island (R515) and NB (R514) platforms around trash receptacles, benches, es and canister housings to remove stains, drag marks, spills and bird droppings. Wipe surfaces clean receptacles chrome tops. Remove all stickers/graffiti from signs. Wipe clean wind-screens on platform. ng: Clean all glass panels and window ledges in mezzanine and around platform stairways. Wipe clean ops on mezzanine trash receptacles. Wipe clean exterior elevator glass. ropping Removal: Deck brush all areas of the mezzanine, passageways and stairway handrails to remove stains. Wipe handrails dry. Remove graffiti and stickers. R515-Walls: Dust mop MVM tops. Damp mop roughout mezzanine to remove spit, shoe marks, grime and dust build-up. vs: Clean railings and glass panels on street stairways of handprints, dirt, grime and dust build-up. Wipe is clean. Remove graffiti and stickers. R515-Walls: Dust mop MVM tops. Damp mop wall baseboards nine to remove spit, shoe marks, grime and dust build-up. ng-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash and disinfect				
elevator floors. Wi and exterior glass elevator doors sills ***RTO Facilities Clean all offices: I women/men restro trash cans, sweep, OWN CLEANING **Elevator Duties- EL428X-Clean and exterior panel/ledg station. Remove gr	EL466, EL467, EL465, EL464. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect pe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from s. Clean and wipe down the safety edge with a dry rag from top to bottom. Duties Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and oms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE S AND PAPER STOCK SUPPLIES.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

safety edge with a dry rag from top to bottom. EL445X- Wipe clean exterior glass on "G" level only.

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date:

Job# SC0649 Station South			ours 300 - 0700		RC#
	O.T.			ВООТИ	
INSTRUCTIONS	S17 Sunday-Saturday	ATION	LINE	воотн	HOURS
Report On Duty In Full Uniform.	45 S	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 S	St	R	C019	0700 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanir around all street stairways including around elevator. Scrap all mezzanines, control areas, passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equip HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad pan Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, obooth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary befrom all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benche sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms and scrubber room. Deodorize the entire station upon arriving and departing each during your tour of duty.	platforms, underpass, and ment (MVMs, Turnstiles, els, HPI Units, FDNY Standpipe clean chrome tops on all trash elean exterior booth panels and ases. Remove all pigeon droppings es. Remove graffiti, stickers, and rooms. Clean and organize supply				
*Light General Duties					
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platform Disinfect all urine areas, empty all trash receptacles.	ns, underpass, and passageways.				
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from pall stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse room.	Spot clean ADA tactile as				
*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 I Thu: Major duty all cta rooms Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Bucket wash all stairways	Refrigerator And Microwave				
*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 I Thu: Major duty all cta rooms Fri: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Sat: Bucket wash all stainways	Refrigerator And Microwave.				

Task subject to change and/or chance.

Sat: Bucket wash all stairways

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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7/16/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC
SC0650 Station South		1500 - 2300		276
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	53 St	R	C020	1500 -
*General Duties- see below	53 St	R	C020	1500 - 1700
*Major Duty - see below	53 St	R	C020	1700 - 1800
Lunch	59 St	N R	C021	1810 - 1840
*General Duties- see below	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
	53 St	R	C021	2200 - 2300
*Light General Duties- see below	53 St	R	C020	2300 -
Report Off Duty.	33 81	K	C020	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.				
*Major Duty Cleaning- 53rd Street Sun: Deck Wash S/B Platform Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Mon: Clean All S/B Platform Column Bases And Ad Signs. Tue: Deck Wash All Platform S/W's. Wed: Deck Wash NB Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: Deck Wash All Street S/W's. Fri: Clean All NB Platform Column Bases & Ad Signs. Sat: Clean/Polish All AFC Railings/Gates.				
*Major Duty Cleaning- 59th Street Sun: Deck Wash Sb Platform And Stairway Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Mon: Clean All Sb Platform Column Bases. Tue: Clean & Disinfect Canister Housings And Trash Receptacles On N/S/B Island Platforms Wed: Deck Wash NB Platform Stairway And Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC Railings/Gates In C021 And C022 Control Areas. Fri: Clean All NB Platform Column Bases.				

Task subject to change and/or chance.

Sat: Clean And Organize Paper/Chemical Supply Rooms

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#	
SC0651 Station South	2300 - 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	N	D003	2300 - 2400	
**Major Duty FLOORS- see below	Fort Hamilton Pkwy	N	D003	2400 - 0030	
*Major Duty Cleaning- see below	Fort Hamilton Pkwy	N	D003	0030 - 0100	
*General Duties- see below	18 Av	N	D008	0110 - 0220	
**Major Duty FLOORS- see below	18 Av	N	D008	0220 - 0300	
*Major Duty Cleaning- see below	18 Av	N	D008	0300 - 0330	
Lunch	18 Av	N	D008	0330 - 0400	
*General Duties- See below	8 Av	N	D002	0410 - 0520	
*Major Duty Cleaning- see below	8 Av	N	D002	0520 - 0550	
**Major Duty FLOORS- see below	8 Av	N	D002	0550 - 0620	
**Elevator Duties - ELE 752 &753 -see below	8 Av	N	D002	0620 - 0635	
Scrap and Deodorize	Fort Hamilton Pkwy	N	D003	0645 - 0700	
Report Off Duty.	Fort Hamilton Pkwy	N	D003	0700 -	
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty".					
Clean and Polish [ELE 752 &753] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					
"**Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	,				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

STATION	2300 - 0700 LINE	D.O.O.T.V.	2772
STATION	LINE	DO OFFIT	
		BOOTH	HOURS
Bay Pkwy	N	D010	2300 -
Bay Pkwy	N	D010	2300 - 2400
Bay Pkwy	N	D010	2400 - 0030
Bay Pkwy	N	D010	0030 - 0100
20 Av	N	D009	0110 - 0230
20 Av	N	D009	0230 - 0300
20 Av	N	D009	0300 - 0340
20 Av	N	D009	0340 - 0410
Avenue U	N	D015	0420 - 0520
Avenue U	N	D015	0520 - 0620
Avenue U	N	D015	0620 - 0650
Bay Pkwy	N	D010	0700 -
	Bay Pkwy Bay Pkwy 20 Av 20 Av 20 Av 20 Av Avenue U Avenue U Bay Pkwy	Bay Pkwy N Bay Pkwy N 20 Av N 20 Av N 20 Av N Avenue U N Avenue U N Bay Pkwy N	Bay Pkwy N D010 Bay Pkwy N D010 20 Av N D009 20 Av N D009 20 Av N D009 20 Av N D009 Avenue U N D015 Avenue U N D015 Bay Pkwy N D010

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0653 Station South		2300 - 0700		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	N	D016	2300 -
*General Duties- see below	86 St	N	D016	2300 - 0050
*Major Duty Cleaning- see below	86 St	N	D016	0050 - 0120
*Major Duty Floors- see below	86 St	N	D016	0120 - 0200
*General Duties- see below	Kings Hwy	N	D012	0210 - 0330
Lunch	Kings Hwy	N	D012	0330 - 0400
*Major Duty Cleaning- see below	Kings Hwy	N	D012	0400 - 0430
*Major Duty Floors- see below	Kings Hwy	N	D012	0430 - 0530
*General Duties- see below	86 St	N	D016	0540 - 0700
Report Off Duty.	86 St	N	D016	0700 -
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 control 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, splatform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue restall 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.	l areas widows and e all stains, water only). stairways, idue. Sanitize			
*Major Duty Cleaning- Sun: - Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, m 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 Extinguis 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 Extingu 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. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty Remove loose debris from refuse inserts and disinfect.	shers. y boxes. ishers. rowave. Empty chemical			
Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzan all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tac required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	tile as			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

CT ATION			2773	
STATION	LINE	воотн	HOURS	
Astoria Ditmars Blvd	N W	R515	0700 -	
Astoria Ditmars Blvd	N W	R515	0700 - 0900	
Astoria Ditmars Blvd	N W	R515	0900 - 1000	
30 Av	N W	R513	1010 - 1130	
30 Av	N W	R513	1130 - 1200	
30 Av	N W	R513	1200 - 1300	
Astoria Ditmars Blvd	N W	R515	1310 - 1400	
Astoria Ditmars Blvd	N W	R515	1400 - 1500	
Astoria Ditmars Blvd	N W	R515	1500 -	
g n s e				
	Blvd Astoria Ditmars Blvd Astoria Ditmars Blvd 30 Av 30 Av 30 Av Astoria Ditmars Blvd Astoria Ditmars Blvd Astoria Ditmars Blvd Astoria Ditmars	Blvd Astoria Ditmars Blvd Astoria Ditmars Blvd 30 Av N W 30 Av N W Astoria Ditmars Blvd	Blvd Astoria Ditmars Blvd Astoria Ditmars Blvd Astoria Ditmars Blvd 30 Av N W R513 30 Av N W R513 Astoria Ditmars Blvd	

Task subject to change and/or chance.

OWN CLEANING AND PAPER STOCK SUPPLIES.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0655 Station South	0700 - 1500			2773	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Astoria Blvd	N W	R514	0700 -	
*General Duties- see below	Astoria Blvd	N W	R514	0700 - 0900	
*Major Duties- see below	Astoria Blvd	N W	R514	0900 - 0945	
*Elevator Duties—see below Note-If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	0945 - 1015	
*General Duties- see below	Broadway	N W	R512	1025 - 1130	
Lunch	Broadway	N W	R512	1130 - 1200	
*Major Duties- see below	Broadway	N W	R512	1200 - 1300	
*Elevator Duties—see below Note-If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	1310 - 1340	
*General Duties- see below	Astoria Blvd	N W	R514	1340 - 1500	
Report Off Duty.	Broadway	N W	R512	1500 -	
around all street stairways including exit only stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty					
* Major Duty Cleaning- (R514, Astoria Blvd 0900-1000) (R512 Broadway 1200-1300) Sun: Booth- Clean booth R514 & R512 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clean deal tray. Mon: AFC/Graffiti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remove stains, scuff marks and fingerprints from all "graffiti-free and digital ad-panels". Wipe clean chrome rims and tops on all platform trash receptacles. Remove graffiti and stickers. Tue/Thu: Glass Cleaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and tops on mezzanine trash receptacles. Wed: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Sat: Bird Dropping Removal: Deck brush all areas of the mezzanine, passageway and stairway handrails to remove bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers					
**Elevator Duties - Clean and polish [EL464, EL465, EL466,EL467]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					

Task subject to change and/or chance.

Job#

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours		RC
SC0655A	Station South		0700 - 1500		277
INSTRUCTIO	NS	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- se	ee 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- se	ee below	39 Av	N W	R510	1200 - 1300
**General Duties		36 Av	N W	R511	1310 - 1500
Report Off Duty.	See Colon	36 Av	N W	R511	1500 -
*General Duties-	Daily				
	r unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft				
	stairways including exit only stairway areas. Scrap all mezzanines, control areas, platforms, underpass, and				
passageways.	ines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails.				
	AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe				
	and panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and				
	s on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clea				
	nels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases.				
	on droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches.				
	stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. "Deodoriz	re			
the entire station	upon arriving and departing each station you are assigned to clean during your tour of duty."				
	eaning- (R511, 36th Ave 0900-1000) (R510 39th Ave 1200-1300)				
	n booth R511 & R510 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including				
	d Fire Extinguishers. Wipe ceiling slats and exhaust cover clean. Empty garbage. Remove all debris. Clea	n			
deal tray.	4' F /D' '4 I D				
	ti-Free/Digital Panels: Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control area validators. Remove stains, scuff marks and fingerprints from all "graffiti-free and digital ad-panels". Wip				
clean chrome rim	s and tops on all platform trash receptacles. Remove graffiti and stickers.				
	leaning: Clean all glass panels in mezzanine and around platform stairways. Wipe clean chrome rims and				
	e trash receptacles.				
	leaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister				
	ve stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome				
	stickers/graffiti from signs. Remove bread crumbs/bird feed.				
	aning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister				
	ve stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome top	S.			
	ers/graffiti from signs.				
	ng Removal: Deck brush all areas of the mezzanine, platform and street stairway handrails leading to				
piatiorm to remov	ve bird dropping and stains. Wipe handrails dry. Remove graffiti and stickers.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0656 Station South		0700 - 1500		2768
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Bergen St	F G	N532	0700 -
*General Duties- see below.	Bergen St	F G	N532	0700 - 0900
**Major Duties- see below.	Bergen St	F G	N532	0900 - 1030
Lunch	Bergen St	F G	N532	1030 - 1100
*General Duties- see below	Smith 9 Sts	F G	N536	1110 - 1330
** Major Duties- see below	Smith 9 Sts	F G	N536	1330 - 1450
Report Off Duty.	Bergen St	F G	N532	1500 -
around all street stairways including [list areas outside station confines]. Scrap all mezzanines, control areas, platform underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVM 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. Empty, disinfect and clean chrome tops on all trash receptacl Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth wire (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and stick residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning: N532 Sunday/ Monday : Clean Disinfect N/B Platform ,Unmanned Mezzanine, and Refuse Room Tuesday/ Wednesday: Clean Disinfect S/B Platform, Unmanned mezzanines, and Refuse Room Thursday/Friday: Cleaning Booth N532 Interior, and Exterior, bucket wash 3feet around the booth **Major Duty Cleaning: N536 Sunday/ Monday : Remove disinfect all pigeon droppings on N/B Platform Tuesday/ Wednesday: Sweep all Platform Stairways corner to corner top to bottom Thursday/Friday: Clean Refuse Canisters and Trash Receptacles Saturday: Major Cleaning Booth N536 Interior, and Exterior, Clean glass Doors in Control Area	s, DNY les. ndows ker/glue			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0657 Station South	1		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 **Public Restroom Duties (1530-1600) – see below Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Av	J M Z	J009	1500 - 1800
*** Major Duties- see below	Myrtle Av	J M Z	J009	1800 - 1900
**Public Restroom Duties— see below Close public restrooms 1900 hours Note- If public restrooms out of service, listed General Duties will be performed	Myrtle Av	J M Z	J009	1900 - 2000
Lunch	Myrtle Av	J M Z	J009	2000 - 2030
*General Duties- see below	Kosciuszko St	J	J012	2040 - 2210
*** Major Duties- see below	Kosciuszko St	J	J012	2210 - 2250
Report Off Duty.	Myrtle Av	J M Z	J009	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. Clean all windows a station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash all trareceptacles 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 pig droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire stat 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 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 toilet tissue, paper towel toilet seat covers and soap as needed. At 1900 hours close public bathrooms and major duty. ****Major Duty Cleaning Sun: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Mon: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Tues: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and hol	ash a geon ion strike itis,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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			0021	0,00
*General Duties- see below	59 St	N R	C021	0700 - 0900
*Public Toilet Duties - see below	59 St	N R	C021	0900 - 0930
*Elevator Duties-see below	59 St	N R	C021	0930 - 1000
*Major Duty - Booth - see below - Sun Only (0930-1000)	53 St	R	C020	1010 - 1040
*General Duties- see below	53 St	R	C020	1040 - 1410
*General Duties- see below *Major Duty - Booth - see below - Sun Only (1340-1410)	53 St	K	C020	1040 - 1410
*Light General Duties- see below	59 St	N R	C021	1420 - 1500
Report Off Duty.	59 St	N R	C021	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 *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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		
SC0659 Station South		0700 - 1500		276
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Satu	rday			
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 -
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 from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove grasticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean arooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are during your tour of duty. *Light General Duties	ooth panels and all pigeon droppings ffiti, stickers, and and organize supply			
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 Booth- Union Street	a at			
booth interior and exterior, mop floor, wipe down walls, and dust ledges.	Sun: Clean			
*Major Duty Cleaning Booth- 25th Street				
Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges.				
*Major Duty Cleaning Booth- Prospect Avenue	Sun: Clean			
booth interior and exterior, mop floor, wipe down walls, and dust ledges.	Suii. Cicaii			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0659A Station South		2300 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform. *General Duties-Daily - see below	Union St	R	C010	2300 - 0030
*Major Duty Cleaning- see below	Union St	R	C010	0030 - 0130
*General Duties- see below	Prospect Av	R	C014	0145 - 0315
Lunch	Prospect Av	R	C014	0315 - 0345
*Major Duty Cleaning- see below	Prospect Av	R	C014	0345 - 0445
*Light General Duties- see below	Union St	R	C010	0500 - 0545
*Light General Duties- see below	Prospect Av	R	C014	0600 - 0645
*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 Standpi Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trasl receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon drop from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, a sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize su rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to cleduring 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.	ipe h l pings nd pply			
*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 Thu: Clean & Disinfect Around S/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 Thu: Clean & Disinfect All trash receptacles, and shine stainless steel				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0660 Station South		ours 500 - 2300		276
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	R	C025	1500 -
*General Duties- see below	86 St	R	C025	1500 - 1700
*Elevator Duties-see below	86 St	R	C025	1700 - 1730
*Major Duty - see below	86 St	R	C025	1730 - 1820
Lunch	Bay Ridge 95 St	R	C027	1830 - 1900
*General Duties- see below Clean & Close Public Restrooms @ 1900 hours	Bay Ridge 95 St	R	C027	1900 - 2030
*Major Duty - see below	Bay Ridge 95 St	R	C027	2030 - 2100
*RTO Duties - see below	Bay Ridge 95 St	R	C027	2100 - 2220
*Light General Duties- see below	86 St	R	C025	2230 - 2300
Report Off Duty.	86 St	R	C025	2300 -
*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				

Task subject to change and/or chance.

STOCK SUPPLIES.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	Hours		
SC0660A Station South	(700 - 1500		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	86 St	R	C025	0700 - 0715
Open, stock & clean Public Restrooms @ 0700	96.54	- In	C025	0715 - 0930
*General Duties- see below *Major Duty - Booth - see below - Sat Only (0845-0930)	86 St	R	C025	0/15 - 0930
*General Duties- see below *General Duties- see below	Bay Ridge Av	R	C023	0935 - 1200
*Major Duty - Booth - see below - Mon Only (1115-1200)	Bay Ridge Av	IK .	C023	0733 - 1200
Lunch	Bay Ridge Av	R	C023	1200 - 1230
*Light General Duties- see below	86 St	R	C025	1240 - 1340
*Light General Duties- see below	Bay Ridge Av	R	C023	1350 - 1450
Report Off Duty.	86 St	R	C025	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 State Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all 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 from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, sticket sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organizarooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to during your tour of duty.	andpipe trash s and droppings ers, and ze supply			
*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.	i			
*Major Duty Cleaning Booth- 86th Street				
Sat: booth interior and exterior, mop floor, wipe down walls, and dust ledges.	Clean			
*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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#	
SC0661 Station South	0700 - 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 Floors - 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 Floors - see below	Fort Hamilton Pkwy	N	D003	1030 - 1110	
Lunch	Fort Hamilton Pkwy	N	D003	1110 - 1140	
*General Duties - see below	18 Av	N	D008	1150 - 1300	
**Major Duty Floors - see below	18 Av	N	D008	1300 - 1330	
*General Duties - see below	8 Av	N	D002	1340 - 1440	
***Elevator Duties- ELE 752 &753 see below	8 Av	N	D002	1440 - 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 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 required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Elevator Duties Note- If Elevators are out of service, listed General Duties will be performed					
Clean and Polish [ELE 752 & 753] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0662 Station South	0700 - 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
*General Duties - see below	New Utrecht Av	N	D005	0910 - 1000
**Major Duty Cleaning- see below	55 St	D	E005	1010 - 1120
*General Duties - see below	55 St	D	E005	1120 - 1150
****Public Bathrooms- see below	New Utrecht Av	N	D005	1200 - 1300
Lunch	New Utrecht Av	N	D005	1300 - 1330
***Elevator Duties- ELE740/ELE741- see below	New Utrecht Av	N	D005	1330 - 1400
*General Duties - see below	New Utrecht Av	N	D005	1400 - 1500
Report Off Duty.	New Utrecht Av	N	D005	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 **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.				
Elevator Duties Clean and Polish [ELE738/ELE739] [ELE740/ELE741] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ****Public Toilets Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers(if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and				
equipped) dispensers and holders. Clean sinks and faucets. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#	
SC0663 Station South		0700 - 1500		2772	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Kings Hwy	N	D012	0700 -	
*General Duties- see below	Kings Hwy	N	D012	0700 - 0830	
**Major Duty Cleaning- see below	Kings Hwy	N	D012	0830 - 0900	
*General Duties- see below	Bay Pkwy	N	D010	0910 - 1040	
**Major Duty Cleaning- see below	Bay Pkwy	N	D010	1040 - 1110	
Lunch	Bay Pkwy	N	D010	1110 - 1140	
*General Duties- see below	20 Av	N	D009	1150 - 1330	
**Major Duty Cleaning- see below	20 Av	N	D009	1330 - 1400	
*General Duties- see below	Kings Hwy	N	D012	1410 - 1500	
Report Off Duty.	Kings Hwy	N	D012	1500 -	
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					
**Major Duty Cleaning- Sun: - Clean booth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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
Lunch	Avenue U	N	D015	1130 - 1200
**Major Duty Cleaning-see below	Avenue U	N	D015	1200 - 1230
*General Duties- see below	Bay 50 St	D	E016	1250 - 1410
**Major Duty Cleaning-see below	Bay 50 St	D	E016	1410 - 1440
Report Off Duty.	86 St	N	D016	1500 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clear 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 control 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. Remov 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, a platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue res 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 & bl areas widows and e all stains, water only). stairways, idue. Sanitize			
**Major Duty Cleaning-Sun: - Clean booth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges included 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 Extinguisher. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguisher and 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 bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris inserts and disinfect.	shers. y boxes. sishers. crowave. Empty chemical			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

	п	2772		
SC0665 Station South	15	500 - 2300		2773
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Ditmars Blvd	N W	R515	1500 -
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	1500 - 1630
*Major Duty Cleaning- see below	Astoria Ditmars Blvd	N W	R515	1630 - 1730
*General Duties- see below	30 Av	N W	R513	1740 - 1910
Lunch	30 Av	N W	R513	1910 - 1940
*Major Duty Cleaning- see below	30 Av	N W	R513	1940 - 2100
*RTO Facilities Duties	Astoria Ditmars Blvd	N W	R515	2110 - 2145
*General Duties- see below	Astoria Ditmars Blvd	N W	R515	2145 - 2300
Report Off Duty.	Astoria Ditmars Blvd	N W	R515	2300 -
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, underpas 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 an clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean clean chrome tops on all trash receptacles. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorit 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/Wal Dust mop MVM tops. Damp mop wall baseboards throughout mezzanine to remove spit, shoe marks, grime and dust build-up. Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electri hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush.	s. d dean ze ls: ic ove ,			

Task subject to change and/or chance.

OWN CLEANING AND PAPER STOCK SUPPLIES.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0665A Station South		Hours 1500 - 2300		RC
				277
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 -
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, underpart and passageways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. 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 a clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, c exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodor the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.	lls. and elean			
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 stairw Wipe clean chrome rim tops on mezzanine trash receptacles. Graffiti-Free/Digital Panels: Remove stains, scuff marks an fingerprints from "graffiti-free and digital ad-panels" in mezzanine and on platforms. Wipe platform benches. Remove graffiti and stickers. Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, elect 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. Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can sweep, mop and disinfect floors. Wipe down Fire Extinguishers. Supply Room- Tidy and organize supply rooms. Remo empty boxes. Wipe down Fire Extinguishers. Tue/Fri: Platform Cleaning: Deck wash SB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all NB trash receptacles including chrome tops. Remove all stickers/graffiti from signs. Remove bread crumbs. Thu: Platform Cleaning: Deck wash NB platform around trash receptacles, benches, HPI/CAI, sandboxes and canister housings to remove stains, drag marks, spills and bird droppings. Wipe clean all SB trash receptacles including chrome to remove all stickers/graffiti from signs. Sat: Stairways/Mezzanine: Spot mop floor in all areas of the mezzanine to remove bird dropping, dust balls and stains. Velean stairway handrails. Clean glass panels in between turnstiles. Graffiti-Free/Digital Panels: Remove stains, scuff mand fingerprints from "graffiti-free and digital ad-panels" in mezzanine. Remove graffiti and stick	tric nove n, ove tops. Wipe rks			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Hours		RC#
SC0666 Station South		1500 - 2300		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Astoria Blvd	N W	R514	1500 -
*General Duties- see below	Astoria Blvd	N W	R514	1500 - 1700
*Major Duty Cleaning- see below	Astoria Blvd	N W	R514	1700 - 1800
*General Duties- see below	Broadway	N W	R512	1810 - 1930
Lunch	Broadway	N W	R512	1930 - 2000
*Major Duty Cleaning- see below	Broadway	N W	R512	2000 - 2130
Elevator Duties—see below Note: If elevators are out of service, General Duties will be performed.	Astoria Blvd	N W	R514	2140 - 2215
*General Duties- see below	Astoria Blvd	N W	R514	2215 - 2300
Report Off Duty.	Astoria Blvd	N W	R514	2300 -
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft a overpass around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe d & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows a station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks o floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas fth, Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitizval lat touch points. Clean Eff and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Major Duty Cleaning- (R514, Astoria Blvd 1630-1730) (R512 Broadway 1940-2040) Sun/Fri: Bird Dropping Removal: Deck brush all areas of the mezzanine, passageway and stairway handrails to remove thropping and stains. Wipe handrails dry. Remove graffiti and stickers. Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electh 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. Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash can sweep, mop and disinfect floors. Wipe down Fire Extinguishers. CTA Ro	own nd n s, (3) bird ric ove n, ys. ops.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC
SC0666A Station South		1500 - 2300		277
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	36 Av	N W	R511	1500 - 1700
*General Duties- see below				
*Major Duty Cleaning- 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 Duty Cleaning- 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 -
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, underpas 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 booth trash, clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, cle exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. "Deodor 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 Wipe clean chrome rim tops on mezzanine trash receptacles. Graffiti-Free/Digital Panels: Remove stains, scuff marks and fingerprints from "graffiti-free and digital ad-panels" in mezzanine and on platforms. Wipe platform benches. Remove graffiti and stickers. Mon: Employee Toilets- Clean Men and Women's: Wipe down all surfaces-walls, modesty panels, vanity mirrors, 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, pa	d can rize ys. c ve e ps. ipe s			

Task subject to change and/or chance.

booth window.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 355 of 482 Date: 6/2/2023

2023 STAC Summer Pick

Job#

SC0667 1500 - 2300 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** DeKalb Av BQR C008 1500 -Report On Duty In Uniform. DeKalb Av BQR C008 1500 - 1800 *General Duties- see below BQR C008 1800 - 1900 *Major Duty - see below DeKalb Av Clean and Close Public Restrooms @ 1900 hours DeKalb Av BQR C008 1900 - 1930 *Elevator Duties-see below C008 1930 - 2000 DeKalb Av BQR Lunch 2000 - 2100 C008 DeKalb Av BQR *RTO Duties - see below C008 2100 - 2130 DeKalb Av BQR *Elevator Duties-see below 2130 - 2300 C008 DeKalb Av BQR *Light General Duties- see below C008 2300 -Report Off Duty. DeKalb Av BQR *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/W'S and Surrounding Tile Walls C006 Mezzanine. Thu: Deck Wash All S/W'S 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. 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

Task subject to change and/or chance.

STOCK SUPPLIES.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 356 of 482 Date: 6/2/2023

Pick Effective Date:

Hours

7/16/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0667B Station South		Hours 2300 - 0700		RC#
SC0667B Station South				276
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	B Q R	C008	2300 - 0200
**Elevator Duties EL370, EL371, & EL372- see below	DeKalb Av	B Q R	C008	0200 - 0300
LUNCH	DeKalb Av	B Q R	C008	0300 - 0330
*Escalator Duties- ES308 & ES309 - see below	DeKalb Av	B Q R	C008	0330 - 0430
Wash, mop and disinfect overpass floor, walls, and stairways	DeKalb Av	B Q R	C008	0430 - 0515
Major Duty Cleaning-Daily - see below	DeKalb Av	B Q R	C008	0515 - 0600
*Light General Duties - see below Open Public Restrooms at 0700 hours	DeKalb Av	B Q R	C008	0600 - 0700
Report off duty.	DeKalb Av	B Q R	C008	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 Standp Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trasseceptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels are booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon drop 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 surposms and scrubber rooms. Deodorize the entire station upon arriving and departing each station you are assigned to cluring your tour of duty. *Light General Duties	h d opings and opply			
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 handrand overhead Annunciators.				
**Elevator Duties- Clean and polish. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on static Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down safet with a dry rag from top to bottom.	on.			
*Major Duty Cleaning- Sun: Bucket wash stairway, tile wall, gutter, and landings next to ES308 Mon: Bucket wash stairway, tile wall, gutter, and landings next to ES308 Tue: Deck wash walls and floors N/B scrubber room Wed: Deck wash walls and floors S/B scrubber room Thu: Deck wash walls and floors C008 & C006 mezzanine scrubber room Fri: Deck wash walls and floors N/B refuse room				

Task subject to change and/or chance.

Sat: Deck wash walls and floors S/B refuse room

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0668 Station South	15	00 - 2300		2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform	Atlantic Av-Barclays Ctr	DNR	C009	1500 -	
*General Duties- see below Performed on D/N/R line platforms, mezzanine, up until the S/B 2/3 Platform.	Atlantic Av-Barclays Ctr	DNR	C009	1500 - 1800	
*Major Duties - see below Clean and close Public Restrooms at 1900 hours	Atlantic Av-Barclays Ctr	DNR	C009	1800 - 1900	
Lunch	Atlantic	DNR	C009	1915 - 1945	
Clean and disinfect employee restroom & facility rooms on paid and unpaid mezzanine	Av-Barclays Ctr Atlantic Av-Barclays Ctr	D N R	C009	1945 - 2030	
*Elevator Duties (EL301, EL302 & EL303) -see below	Atlantic Av-Barclays Ctr	DNR	C009	2030 - 2130	
*Light General Duties- see below	Atlantic Av-Barclays Ctr	D N R	C009	2130 - 2300	
Report off Duty	Atlantic Av-Barclays Ctr	DNR	C009	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.					
*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					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 358 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0669 Station South		Hours 1500 - 2300		RC#
				276
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	45 St	R	C019	1500 -
*General Duties- see below	45 St	R	C019	1500 - 1750
*Major Duty - see below	45 St	R	C019	1750 - 1850
Clean and close public restrooms at 1900 hours	36 St	DNR	C018	1900 - 1915
Lunch	36 St	DNR	C018	1915 - 1945
*General Duties- see below	36 St	DNR	C018	1945 - 2100
*Major Duty - see below	36 St	DNR	C018	2100 - 2200
*Light General Duties- see below	45 St	R	C019	2210 - 2300
Report off Duty.	45 St	R	C019	2300 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
*Light General Duties				
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.				
*Public Toilet Duties Clean Men and Women public toilets: Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers and soap as needed)				
"*Major Duty Cleaning- 36th Street				
Sun: Deck Wash Sb Platform Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build. Mon: Deck Wash NB Stairway Tile Walls. Tue: Clean And Disinfect Refuse Rooms/ N/B Refuse Room Wed: Clean And Disinfect S/B Refuse Room Thu: Clean/ Polish All AFC Turnstiles, MVMs, And Railings. Fri: Polish All Handrails Throughout Station. Sat: Clean, Disinfect And Remove Graffiti From N/S/B Benches.				
*Major Duty Cleaning- 45th Street				
Sun: Deck Brush Sb Platform Column Bases Mon: Clean CTA Slop Sink Room. Tue: Clean All AFC Equipment. Wed: Bucket Wash All Street Stairways. Thu: Bucket Wash S/B Platform S/W'S. Fri: Bucket Wash N/B Platform S/W'S.				

Task subject to change and/or chance.

Sat: Deck Wash N/B Platform Column Bases.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0670 Station South	Hours 1500 - 2300			2772
INSTRUCTIONS		LINE	воотн	
Sunday-Satur	STATION •day	LINE	воотп	HOURS
Report On Duty In Full Uniform.	55 St	D	E005	1500 -
*General Duties- see below	55 St	D	E005	1500 - 1630
*General Duties- see below	New Utrecht Av	N	D005	1640 - 1800
**Elevator Duties- EL738, EL739, EL740, EL741	New Utrecht Av	N	D005	1800 - 1830
Lunch	New Utrecht Av	N	D005	1830 - 1900
***Public Restroom Duties Closed Bathroom @ 1900	New Utrecht Av	N	D005	1900 - 1930
****Major Duties Cleaning- see below	New Utrecht Av	N	D005	1930 - 2030
*General Duties- see below	55 St	D	E005	2040 - 2140
****Major Duties Cleaning- see below	55 St	D	E005	2140 - 2210
*General Duties- see below	New Utrecht Av	N	D005	2220 - 2250
Report Off Duty.	55 St	D	E005	2300 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. I 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. Clean station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Respills 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 departyou are assigned to clean during your tour of duty.	ontrol areas In all widows and Improve all stains, (use water only). Ings, stairways, Ings, e residue. Sanitize			
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Garound all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. It disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in concluding OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Respills 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 depart you are assigned to clean during your tour of duty.	Wipe down & ontrol areas and widows and emove all stains, (use water only). ngs, stairways, e residue. Sanitize			
Elevator Duties				
Clean and Polish [EL738, EL739, EL740, EL741] Remove gum. Sweep, mop and disinfect elevator floo interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exter elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator and wipe down the safety edge with a dry rag from top to bottom.	rior glass on all			
Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, el (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. For and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stream 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	Remove all graffiti ock (toilet tissue, g.			
refuse inserts and disinfect. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Ex Tue: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and e bottles. Wipe down Fire Extinguishers. Restock supplies.	tinguishers. mpty chemical			
Thu: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and e bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and en				

Task subject to change and/or chance.

bottles. Wipe down Fire Extinguishers. Restock supplies.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0671 Station South	1500 - 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	18 Av	N	D008	2010 - 2150	
** Major Duty- see below	18 Av	N	D008	2150 - 2220	
*General Duties- see below	8 Av	N	D002	2230 - 2300	
Report Off Duty.	8 Av	N	D002	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- interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon:Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Tue: Refuse Housing- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Refuse Housing- Deck wash walls and floor. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect.					
Elevator Duties					
Clean and Polish [ELE 752 & 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.	е				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 361 of 482 Date: 6/2/2023

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

συμ					IC
SC0672	Station South	230	00 - 0700		27
INSTRUCTIO	DNS	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty	In Uniform.	Forest Hills 71 Av	E F M R	N333A	2300 - 0130
*General Duties		T	E E I (B	272224	0120 0200
***Major Duty	Cleaning- see below	Forest Hills 71 Av		N333A	0130 - 0300
Lunch		Forest Hills 71 Av		N333A	0300 - 0330
***Major Duty	Cleaning- see below	Forest Hills 71 Av	E F M R	N333A	0330 - 0430
*General Duties	- see below	Forest Hills 71 Av		N333A	0430 - 0650
Open Public Toi	lets	Forest Hills 71 Av	E F M R	N333A	0650 - 0700
Report Off Duty	,	Forest Hills 71 Av	E F M R	N333A	0700 -
around all street disinfect all stair including OMNY platform and out gum from floors Deck brush and areas. Clean into benches. Remove housings. Clean assigned to clear **Major Duty F Remove dust ball stairway land required. Disinference of the stair way land required. Disinference all stairway land required.	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 & tway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas of validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways taked areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landidisinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all uriterior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges an egraffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refra and employee restrooms. Deodorize the entire station upon arriving and departing each station your during your tour of duty. **Remove all stains, spills, and drag marks from platform and mezzanine floors. Northbound/Southbound Platforms & Mezzanine lls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Spot clean ADA tactile as executed all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.	re ngs. ne d refuse u are			
Sensors and Fire Mon: Supply Roc Tue: Supply Roc Wed: Southbound boxes. Remove I Thu: Northbound boxes. Remove I Fri: Stairways- I	Cleaning- In booth N333A interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including H In Extinguishers. Empty garbage. Remove all debris. It is common Tidy and organize paper supply room. Remove empty boxes. Wipe down top of Fire Extinguisher of the Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empt loose debris from refuse inserts and disinfect. In Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empt loose debris from refuse inserts and disinfect. Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empt loose debris from refuse inserts and disinfect. Bucket Wash S4, S5,M4, M5. Clean adjacent tile walls. Remove all stickers. Bucket Wash S1, S2, S3, M1, M2, M3. Clean adjacent tile walls. Remove all stickers.	rs. ners. ty			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Но			RCŧ
SC0672A	Station South		2300 - 0700			277
INSTRUCTIO	ONS		STATION	LINE	BOOTH	HOURS
	Sund	lay-Saturday				
Report On Duty	In Uniform.		Forest Hills 71 Av	E F M R	N333A	2300 - 0100
*RTO Facilities	Duties					
*Elevator Dutie	s- see below		Forest Hills 71 Av	EFMR	N333A	0100 - 0200
	eaning (Sun-Tue)-see below s (Wed-Sat)- see below		Forest Hills 71 Av	EFMR	N333A	0200 - 0330
Lunch	s (wed-sat)- see below		Forest Hills 71 Av	EFMR	N333A	0330 - 0400
*General Dutie	s see helow		Forest Hills 71 Av	E F M R	N333A	0400 - 0700
Report Off Duty			Forest Hills 71 Av		N333A	0700 -
disinfect all stai including OMN platform and ou gum from floors Deck brush and areas. Clean int benches. Remov housings. Clean	stairways Scrap all mezzanines, control areas, platforms, underpass, and pass rway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/Y validators. Wipe down all digital ad panels. Remove all pigeon droppings from tside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacts. Remove all stains, spills, and drag marks from platform and mezzanine floor disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as erior of trash receptacle base and remove stains on floor at base of trash recepte graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and EFR and employee restrooms. Deodorize the entire station upon arriving and in during your tour of duty.	HXT) in control areas om all railings, stairways, es. Dust mop and remove s. Mop all stairway landings. required. Disinfect all urine tacle. Clean all ledges and d disinfect refuse rooms/refuse				
Sun: Refuse Ro- loose debris from Mon: Supply Ro	eaning- com- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all deb m refuse inserts and disinfect. com- Tidy and organize paper supply room. Remove empty boxes. Wipe down com- Tidy and organize chemical supply room. Remove empty boxes. Wipe do	top of Fire Extinguishers.				
exterior panels/l station. Remove	s in (EL437, EL438, EL439). Remove gum, sweep, mop and disinfect elevator fleedges on all levels (street, mezzanine and platforms. Clean interior and exterior graffiti, stickers and sticker glue residue. Remove debris from elevator door satisfactory and the stickers and sticker glue residue.	r glass on all elevators in the				
crew reporting r women/men bat	s: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expedito com, lunch room on N333A Mezzanine, locker rooms at North End of Southb hrooms. Wipe down all surfaces including Quench machines, empty all trash c nish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OV	ound platform, and ans, sweep, mop and disinfect				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Ho	ours		RC#	
SC0673 Station South	2300 - 0700			2774	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	63 Dr-Rego Park	M R	N330B	2300 - 0130	
*General Duties- see below					
**Major Duty Floors- see below	63 Dr-Rego Park	M R	N330B	0130 - 0230	
Lunch	67 Av	M R	N331	0240 - 0310	
*General Duties- see below	67 Av	M R	N331	0325 - 0500	
**Major Duty Floors- see below	67 Av	M R	N331	0500 - 0600	
Re-scrap Station/Empty Trash Receptacles	63 Dr-Rego Park	M R	N330B	0610 - 0700	
Report Off Duty.	63 Dr-Rego Park	M R	N330B	0700 -	
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.).Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Floors— Northbound/Southbound Plats and Mezzanine Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop					
all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as	,				
required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Но	Hours			
SC0674 Station South	230	00 - 0700		2774	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Grand Av Newtown	M R	N327	2300 - 0100	
*General Duties- see below					
**Major Duty Floors- see below	Grand Av Newtown	M R	N327	0100 - 0230	
Lunch	Woodhaven Blvd	M R	N329	0240 - 0310	
*General Duties- see below	Woodhaven Blvd	M R	N329	0310 - 0500	
**Major Duty Floors- see below	Woodhaven Blvd	M R	N329	0500 - 0600	
Re-scrap Station/Empty Trash Receptacles	Grand Av Newtown	M R	N327	0610 - 0700	
Report Off Duty.	Grand Av Newtown	M R	N327	0700 -	
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 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. 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 remigum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway lar Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse room housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station assigned to clean during your tour of duty.	& ays, ove andings. urine and as/refuse				
**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 floorall stairway landings. 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.	ors. Mop				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#
SC0675 Station South	2	300 - 0700		2774
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/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors-Northbound/Southbound Platforms & Mezzanine Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		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 -
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 window and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, 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. *Major Duty Cleaning- Northern Blvd: Sun: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove all 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 s				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#				Hours		RC#				
SC0676	Station South		2300 - 0700			2300 - 0700		2300 - 0700		2774
INSTRUCTIO	NS		STATION	LINE	воотн	HOURS				
	Sunda	y-Saturday								
Report On Duty	In Full Uniform.		Queens Plaza	E M R	N309A	2300 - 2400				
**RTO Duties-se	ee below									
*General Duties-	see below		Queens Plaza	E M R	N309A	2400 - 0300				
***Major Duty	Cleaning (0200-0300)- see below									
Lunch			Queens Plaza	E M R	N309A	0300 - 0330				
*General Duties-	see below		Queens Plaza	E M R	N309A	0330 - 0650				
Open Public Toil	lets		Queens Plaza	EMR	N309A	0650 - 0700				
Report Off Duty.			Queens Plaza	E M R	N309A	0700 -				
disinfect all stair including OMNY platform and out gum from floors. Deck brush and areas. Clean into benches. Remove housings. Clean assigned to clean **RTO Duties:	stairways. Scrap all mezzanines, control areas, platforms, underpass, and passage way handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HZ validators. Wipe down all digital ad panels. Remove all pigeon droppings from side areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills, and drag marks from platform and mezzanine floors. disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as reserior of trash receptacle base and remove stains on floor at base of trash receptate graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and EFR and employee restrooms. Deodorize the entire station upon arriving and deaduring your tour of duty.	XT) in control areas in all railings, stairways, . Dust mop and remove Mop all stairway landings. quired. Disinfect all urine cle. Clean all ledges and disinfect refuse rooms/refuse								
Offices: Clean D bathrooms. Wipe and disinfect floo PROVIDE OWN	eporting Location/Crew Room: ispatcher Offices. Clean all rooms: crew room, lunch room, women/men locker down all surfaces including Quench machines, refrigerator, microwave. Empty ors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soc CLEANING AND PAPER STOCK SUPPLIES.	all trash cans, sweep, mop								
loose debris from Fri: Booth- Clear Sensors and Fire	Cleaning: om- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debri n refuse inserts and disinfect n booth N309A interior and exterior. Sweep and mop floor, wash walls, dust top Extinguishers. Empty garbage. Remove all debris. m- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Ex	o of ledges including Halon								

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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, HEFTs/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. Disinfect all urine areas, empty all trash receptacles. *Major Duty Cleaning- 25th Street Sun: Clean and Disinfect All Refuse Areas, Canister Housings And/or Rooms. Mon: Clean and Organize Paper/Chemical Supply Rooms. Tue: Deck Wash S/B Platform Walls, Remove Glue Residue, Graffiti and Dirt Build Up. Wed: Deck Wash N/B Mezzanine Tile Walls. Fri: Deck Wash S/B Mezzanine Tile Walls. Sat: Bucket Wash All N/B S/WS. *Major Duty Cleaning- Union Street Sun: Clean And Disinfect And Restock EFR And Toilet On N/B Platform: Wash Down Walls And Clean Fixtures. Tue: Deck Wash S/B Mezzanine Tile Walls: Remove Unused Tape, Residue Dirt Build Up, CIC Inf	ly ly			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Hou			RC#
SC0678 Station South	070	0 - 1500		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Lafayette Av	С	N110	0700 - 0900
Perform *General Duties- see below				
Perform *Major Cleaning (0815-1900)	Clinton Washington	C	N111	0910 - 1110
Perform *General Duties- see below	Avs		NIII	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)	Avs	C	N1110	1210 1500
Perform *General Duties- see below	Lafayette Av	С	N110	1310 - 1500
Report Off Duty.	Clinton Washington Avs	C	N111	1500 -
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 areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windo station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stapills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairway platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Stall touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each 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 in Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris.	& sows and ains, only). ys, sanitize station			
Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers Tue: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave rash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, and 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 sto toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. oose debris from refuse inserts and disinfect. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemic pottles. Wipe down Fire Extinguishers. Restock supplies.	electric Remove ock Remove			
CLINTON-WASHINGTON AVS Sun: Booth- Clean booth [Booth N111] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges it 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 Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave trash can, sweep, mop and disinfect floors. Wipe down top of FX. Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, when the 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 sto (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. 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 debris	e. Empty electric Remove ock Remove			

Task subject to change and/or chance.

bottles. Wipe down Fire Extinguishers. Restock supplies.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0679 0700 - 1500 **Station South** 2774 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N333A 0700 - 1100 Forest Hills 71 Av EFMR Report On Duty In Full Uniform. *General Duties- see below *Major Duty (1000-1100)- see below **Elevator Duties – see below Forest Hills 71 Av EFMR N333A 1100 - 1200 Forest Hills 71 Av EFMR N333A 1200 - 1230 Lunch Forest Hills 71 Av EFMR N333A 1230 - 1500 *General Duties- see below EFMR Report Off Duty. Forest Hills 71 Av N333A 1500 -*General Duties-Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning (1100-1200)-Mon: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Clean Platform Tile walls- Remove stains and scuff marks from platform tile walls" on The northbound platform. Wed: Supply Room- Tidy and organize chemical supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Supply Room- Tidy and organize paper supply room. Remove empty boxes. Wipe down top of Fire Extinguishers. 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Hours			RC#	
SC0680	Station South		0700 - 1500			277	
INSTRUCTION	\mathbf{S}	STATION	I 1	LINE	воотн	HOURS	
	Sund	ay-Saturday					
Report On Duty In	Full Uniform.	63 Dr-Rego	Park 1	M R	N330B	0700 - 1000	
*General Duties- s	ee below						
**Major Duty (09	900-1000)– see below						
Lunch		67 Av	I	M R	N331	1010 - 1040	
*General Duties- s	ee below	67 Av	1	M R	N331	1040 - 1350	
**Major Duty (125	50-1350)– see below						
Re-scrap Station/En	mpty Trash receptacles	63 Dr-Rego	Park 1	M R	N330B	1400 - 1500	
Report off Duty.		63 Dr-Rego	Park I	M R	N330B	1500 -	
around all street stadisinfect all stairwa including OMNY verceptacles. Remove booth windows (use from all railings, staticker/glue residue	unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and airways. Scrap all mezzanines, control areas, platforms, underpass, and passary handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/I validators. Wipe down all digital ad panels. Empty, disinfect and clean chronive all stains, spills and drag marks on floor areas. Empty booth trash, clean of the water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Itairways, platform and outside areas (3 ft.) Clean all ledges and benches. Rece. Sanitize all touch points. Clean EFR and employee restrooms.	geways. Wipe down & (XT) in control areas he tops on all trash exterior booth panels and Remove all pigeon droppings hove graffiti, stickers, and					
Sensors and Fire E Mon: Refuse Roon	booth N331 interior and exterior. Sweep and mop floor, wash walls, dust to extinguishers. Empty garbage. Remove all debris. n- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debrefuse inserts and disinfect.						
loose debris from r Sat: Booth- Clean	: Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debrirefuse inserts and disinfect. booth N330B interior and exterior. Sweep and mop floor, wash walls, dust textinguishers. Empty garbage. Remove all debris						

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Ho		RC#	
SC0681 Station South	070		2774	
INSTRUCTIONS	STATION	LINE	BOOTH	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) Sweep Outside Areas and Stairways	Woodhaven Blvd	M R	N329	1350 - 1500
Re-scrap Entire Station and Empty Trash Receptacles 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 graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning Woodhaven Blvd- Sun: Booth- Clean booth N329 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Mezzanine Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers and Eyewash Units. Restock supplies. Tue: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. *Major Duty Cleaning Grand Av-Wed: Tile/Concrete Walls: Bucket Wash lower portion of Southbound Platform walls. Remove spit and shoe marks. Thu: Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Fri: Booth- Clean booth N327 interior and exterior. Sweep and mop floor, wash walls,				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			ı	Hours		RC#	
SC0682	SC0682 Station South			0700 - 1500			
INSTRUCTIO	ONS		STATION	LINE	воотн	HOURS	
	Sur	day-Saturday					
Report On Duty	In Full Uniform.		Elmhurst Av	M R	N325A	0700 - 1000	
*General Duties	s- see below						
**Major Duty 0	Cleaning (0900-1000)						
Lunch			65 St	M R	N322	1010 - 1040	
*General Duties	s- see below		65 St	M R	N322	1040 - 1340	
**Major Duty 0	Cleaning (1200-1300)						
Re-scrap Station	n/Empty Trash Receptacles		Elmhurst Av	M R	N325A	1350 - 1500	
Report off Duty	<i>7</i> .		Elmhurst Av	M R	N325A	1500 -	
around all streed is including OMN receptacles. Rer booth windows from all railings sticker/glue resistance.	for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, a stairways. Scrap all mezzanines, control areas, platforms, underpass, and pastrway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs Y validators. Wipe down all digital ad panels. Empty, disinfect and clean chrove all stains, spills and drag marks on floor areas. Empty booth trash, clear (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Further due. Sanitize all touch points. Clean EFR and employee restrooms. Deodorized parting each station you are assigned to clean during your tour of duty.	sageways. Wipe down & (HXT) in control areas ome tops on all trash a exterior booth panels and s. Remove all pigeon droppings temove graffiti, stickers, and					
Sensors and Fir Mon: Refuse Re loose debris fro N322 65th Stree	ean booth N325A interior and exterior. Sweep and mop floor, wash walls, dust e Extinguishers. Empty garbage. Remove all debris. com- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all d m refuse inserts and disinfect. et:	ebris and empty boxes. Remove					
loose debris fro Sat: Booth- Cle	om- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all deb m refuse inserts and disinfect. an booth N322 interior and exterior. Sweep and mop floor, wash walls, dust the Extinguishers. Empty garbage. Remove all debris						

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			RC	
SC0682A Station South			277	
INSTRUCTIONS	STATION	LINE	воотн	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 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect 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 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 EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Station Cleaning Duties- Facilities Elmhurst Ave: Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remov all graffiti and stickers including 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 cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. 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. Cle	7e 3.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	H	lours		RC#	
SC0683 Station South	0	0700 - 1500			
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	Northern Blvd	M R	N318	1350 - 1500	
Re-scrap Station/Empty Trash Receptacles Report Off Duty.	Northern Blvd	M R	N318	1500 -	
Report Off Duty.	Northern Bive	IVI IC	11310	1300 -	
Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/around all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passagewa down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) i areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops or receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth p booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pige from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, st 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/staround all street stairways including. Scrap all mezzanines, control areas, platforms, underpass, and passagewadown & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) is areas including OMNY validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops or receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth pooth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pige from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, st sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station arriving and departing each station you are assigned to clean during your tour of duty.	ys. Wipe n control n all trash anels and con droppings cickers, and Scrap 3ft ys. Wipe n control n all trash anels and con droppings cickers, and				
**Major Duty Cleaning- N318 Northern Blvd: Sun: Booth- Clean booth N318/Northern Blvd interior and exterior. Sweep and mop floor, wash walls, dust to 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 bloose debris from refuse inserts and disinfect.					
N316 46th Street: Fri Refuse Room- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty box loose debris from refuse inserts and disinfect. Sat: Booth- Clean booth N316/46 St interior and exterior. Sweep and mop floor, wash walls, dust top of ledge Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		RC#		
SC0684 Station South		0700 - 1500		
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 dropf from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, a sticker/glue residue. Sanitize all touch points. Clean EFR and employee 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. Refloose 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. Rem loose debris from refuse inserts and disinfect. Sat: Booth- Clean booth N312/36 St interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Sensors and Fire Extinguishers. Empty garbage. Remove all debris	poings and			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	ı		RC#		
SC0685 Station South	0700 - 1500			277	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	0700 - 0830	
**RTO Duties- see below					
***Elevator Duties – see below	Queens Plaza	E M R	N309A	0830 - 0930	
**Close Public Restroom- see below	Queens Plaza	E M R	N309A	0930 - 1000	
Note- If public restrooms are out of service, listed					
General Duties will be performed	0 PI	EMB	212004	1000 1020	
Lunch	Queens Plaza	EMR	N309A	1000 - 1030	
*General Duties- see below	Queens Plaza	E M R	N309A	1030 - 1200	
**Close Public Restroom- see below	Queens Plaza	E M R	N309A	1200 - 1300	
Note- If public restrooms are out of service, listed General Duties will be performed					
***Elevator Duties – see below	Queens Plaza	E M R	N309A	1300 - 1400	
Re-scrap Entire Station/Empty Trash Receptacles	Queens Plaza	E M R	N309A	1400 - 1500	
Report Off Duty.	Queens Plaza	EMR	N309A	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 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 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 graffit 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 to to bottom. **RTO Duties: RTO Duties: RTO Duties: RTO Reporting Location/Crew Room: Offices: Clean Dispatcher Offices. Clean all rooms: crew ro	p p				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

	2774			
(7700 - 1500			
STATION	LINE	воотн	HOURS	
Queens Plaza	E M R	N309A	0700 - 0830	
Queens Plaza	E M R	N309A	0830 - 0930	
Queens Plaza	E M R	N309A	0930 - 1000	
Queens Plaza	E M R	N309A	1010 - 1200	
Queens Plaza	E M R	N309A	1210 - 1500	
Queens Plaza	E M R	N309A	1500 -	
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	STATION Queens Plaza Queens Plaza Oueens Plaza Queens Plaza Oueens Plaza Oueens Plaza Oueens Plaza	Queens Plaza E M R Queens Plaza E M R Queens Plaza E M R Queens Plaza E M R	STATION LINE BOOTH Queens Plaza E M R N309A Gueens Plaza E M R N309A In the state of the stat	

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick

Job#		Hours		RC#
SC0686 Station South		2300 - 0700		276
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	59 St	N R	C021	2300 -
*General Duties- see below	59 St	N R	C021	2300 - 0040
*Major Duty Floors - see below	59 St	N R	C021	0040 - 0120
*Major Duty - see below	59 St	N R	C021	0120 - 0200
Lunch	77 St	R	C024	0210 - 0240
*General Duties- see below	77 St	R	C024	0240 - 0420
*Major Duty Floors - see below	77 St	R	C024	0420 - 0505
*Major Duty - see below	77 St	R	C024	0505 - 0550
*Light General Duties- see below Open Public Restrooms at 0700 hours	59 St	N R	C021	0600 - 0700
Report Off Duty.	59 St	N R	C021	0700 -
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 *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. Morall stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. *Major Duty Cleaning- 59th Street				
Sun: Clean and disinfect inside and outside of refuse housing on N/B & S/B platforms. Mon: Clean and Organize Chemical and Paper Supply Rooms – Discard all Boxes Tue: Clean and polish all AFC equipment control areas C021 & C022 Wed: Deck Wash Walls and Floor in EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave Thu: Major duty all cta rooms - Discard all Boxes Fri: Bucket wash all street stairways in C021, Remove tape/residue/graffiti & wash down walls Sat: Bucket wash all street stairways in C022, Remove tape/residue/graffiti & wash down walls *Major Duty Cleaning- 77th Street Sun: Clean N/B Tile walls and around column bases Mon: Clean and disinfect inside and outside of refuse housing on N/B & S/B platforms. Tue: Clean and polish all AFC equipment control areas C024 Wed: Deck Wash Walls and Floor in Emplyee Toilet & EFR Including Wiping Down Lockers. Clean out Refrigerator And Microwave				
Thu: Major duty all cta rooms - Discard all Boxes Fri: Bucket wash all street stairways in C024, Remove tape/residue/graffiti & wash down walls Sat: Clean S/B Tile walls and around column bases				

Task subject to change and/or chance.

Sat: Clean S/B Tile walls and around column bases

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Pick Effective Date:

7/16/2023

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0687 Station South	07	00 - 1500		2766	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Bay Ridge 95 St	R	C027	0700 -	
Open, stock & clean Public Restrooms @ 0700 *General Duties- see below	Bay Ridge 95 St	R	C027	0715 - 0930	
*Major Duty - Booth - see below - Sun Only (0845-0930)	Buy Idage 75 St		0027	0,15 0,50	
*General Duties- see below	77 St	R	C024	0940 - 1150	
*Major Duty - Booth - see below - Fri Only (1105-1150)	Bay Ridge 95 St	D	C027	1200 - 1230	
*Public Toilet Duties - see below	, ,	R			
Lunch	Bay Ridge 95 St	R	C027	1230 - 1300	
*RTO Duties- see below	Bay Ridge 95 St	R	C027	1300 - 1400	
*Light General Duties- see below	Bay Ridge 95 St	R	C027	1400 - 1500	
Report Off Duty.	Bay Ridge 95 St	R	C027	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 rooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. *Major Duty Cleaning Booth- 95th Street-Bay Ridge Sun: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges. *Major Duty Cleaning Booth- 77th Street Fri: Clean booth interior and exterior, mop floor, wipe down walls, and dust ledges. *Public Toilet Duties Clean Men and Women public toilets: clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper towels, toilet seat covers, and soap as needed) *RTO Dutie					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Но		RC		
SC0688 Station South		150		277	
INSTRUCTIONS		STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty In Full Uniform.		Forest Hills 71 Av	E F M R	N333A	1500 - 1900
*General Duties- see below					
**Close Public Toilet Duties – see below		Forest Hills 71 Av	E F M R	N333A	1900 - 2000
Lunch		Forest Hills 71 Av	E F M R	N333A	2000 - 2030
**Elevator Duties- see below		Forest Hills 71 Av	E F M R	N333A	2030 - 2115
**RTO Facilities		Forest Hills 71 Av	E F M R	N333A	2115 - 2215
Re-scrap Station/Empty Trash Receptacles		Forest Hills 71 Av	E F M R	N333A	2215 - 2300
Report off Duty.		Forest Hills 71 Av	E F M R	N333A	2300 -
around all street stairways. Scrap all mezzanine disinfect all stairway handrails. Clean and polisi including OMNY validators. Wipe down all digreceptacles. Remove all stains, spills and drag n booth windows (use water only). Disinfect all u from all railings, stairways, platform and outsid sticker/glue residue. Sanitize all touch points. C arriving and departing each station you are assigned the station of the station of the station. The station is sticker/glue residue. Sanitize all touch points. Clean and polish EL437, EL438, EL439. Remove exterior panels/ledges on all levels (street, mezz station. Remove graffiti, stickers, and sticker/glue safety edge with a dry rag from top to bottom.	rrect. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft s, control areas, platforms, underpass, and passageways. Wipe down & h AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas gital ad panels. Empty, disinfect and clean chrome tops on all trash marks on floor areas. Empty booth trash, clean exterior booth panels and urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings e areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and lean EFR and employee restrooms. Deodorize the entire station upon gned to clean during your tour of duty. ve gum. Sweep, mop, disinfect elevator floors. Wipe down interior and tranine, and platforms). Clean interior and exterior glass on all elevators on the residue. Remove debris from elevator door sills. Clean and wipe down the				
crew reporting room, lunch room on N333A Mowomen/men bathrooms. Wipe down all surfaces all floors. Replenish paper stock and soap in res STOCK SUPPLIES.	rting Office, Tower. Clean all rooms: Expeditor room at NE SB platform, ezzanine, locker rooms at North End of Southbound platform, and s including Quench machines, empty all trash cans, sweep, mop and disinfect strooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER				
(if equipped) dispensers and holders. Clean sink	wn all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers as and faucets. Clean commodes with toilet bowl brush. Remove all graffitiss. Sweep, mop and disinfect the floor. Replenish paper (toilet tissue, paper				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	He	RC#		
SC0689 Station South	1500 - 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 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			Hours		Hours	
SC0690 Station South	150	00 - 2300		2774			
INSTRUCTIONS	STATION	LINE	воотн	HOURS			
Sunday-Saturday							
Report On Duty In Full Uniform.	65 St	M R	N322	1500 - 1830			
*General Duties- see below							
**Station Cleaning Duties- Facilities (17300-1830)							
Lunch	Woodhaven Blvd	M R	N329	1840 - 1910			
*General Duties- see below	Woodhaven Blvd	M R	N329	1910 - 2200			
**Station Cleaning Duties- Facilities (2100-2200)							
Re-scrap Station/Empty Trash Receptacles	65 St	M R	N322	2210 - 2300			
Report Off Duty.	65 St	M R	N322	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. *Station Cleaning Duties- Facilities 65 Street: Sun: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Mon: Employee Facility Room- Wipe down all surfaces including walls, lockers, doors, Quench machines, refrigerator, microwave, fans, and exhaust fans cover. Empty trash cans. Sweep, mop and disinfect floors. Wipe down Fire Extinguishers. *Station Cleaning Duties- Facilities Woodhaven Blvd: Fri: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes							

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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 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 EFR and employee 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. Remov 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. Remov 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.	e			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	I	Hours		RC#
SC0692 Station South	1	1500 - 2300		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	1500 - 1830
*General Duties- see below				
**Public Restroom Duties (1530-1600) – see below Note- If public toilets are out of service, General Duties listed will be performed:				
Lunch	Queens Plaza	E M R	N309A	1830 - 1900
**Close Public Toilets- see below Note- If public toilets are out of service, General Duties listed will be performed:	Queens Plaza	E M R	N309A	1900 - 2000
**RTO Duties- see below	Queens Plaza	E M R	N309A	2000 - 2130
*General Duties- see below	Queens Plaza	E M R	N309A	2130 - 2300
Report Off Duty.	Queens Plaza	E M R	N309A	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 droppir from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean 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 dryer (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 and soap as needed. Allow bathroom to dry 10 minutes before reopening. **RTO Facilities Duties Clean all offices: Dispatcher and Crew Reporting Offices. Clean all rooms: crew room, lunch room, men/women locker rooms, and men/women restrooms. Wipe down all surfaces including Quench machines, tables and seats and modesty	ti			
panels. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RIMUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.	ОП			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

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 -
*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including around elevator. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Clean and organize supply rooms and scrubber room. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. *Major Duty Cleaning- 77th Street Sun: Deck Wash Sb Platform Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Mon: Clean All SB Platform Column Bases & Ad Signs. Tue: Deck Wash All Platform Stairway Tile Walls: Remove Stickers/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC Railings/Gates In C024 Mezzanine. Fri: Deck Wash All Street S/WS Sat: Clean All N/B Platform Column Bases And Ad Signs.				
*Major Duty Cleaning- Bay Ridge Avenue Sun: Deck Wash SB Platform And Stairway Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Mon: Clean All SB Platform Column Bases & Ad Signs. Tue: Clean & Disinfect Refuse Rooms And Trash Receptacles. Wed: Deck Wash NB Platform Stairway And Tile Walls: Remove Sticker/Residue/Graffiti/Dirt Build Up. Thu: Clean/Polish All AFC On Railings/Gates In All Control Areas Including 52nd St Fri: Clean All NB Platform Column Bases & Ad Signs. Sat: Clean, Disinfect & Remove Graffiti From Benches.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Hours		RC	
SC0694 Station South		2300 - 0700			2776	
INSTRUCTIONS		STATION	LINE	воотн	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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			Но	urs		RC#	
SC0695	Station South		090	0 - 1700		2776	
INSTRUCTION	NS		STATION	LINE	BOOTH	HOURS	
	Sur	nday-Saturday					
Report On Duty In	n Full Uniform.		Broadway Junction	A C	N124	0900 -	
*Major Duties- se	e below		Broadway Junction	A C	N124	0900 - 1015	
*RTO Duties- see	below		Broadway Junction	A C	N124	1030 - 1120	
*General Duty - s	ee below		Broadway Junction	A C	N124	1130 - 1350	
Lunch			Broadway Junction	A C	N124	1350 - 1420	
*General Duty - s	ee below		Broadway Junction	A C	N124	1420 - 1450	
*RTO Duties- see	below		Broadway Junction	A C	N124	1500 - 1545	
*General Duty - s	ee below		Broadway Junction	A C	N124	1545 - 1700	
Report Off Duty.			Broadway Junction	A C	N124	1700 -	
Empty, disinfect a stains, spills and odroppings from al ES330, ES347 and employee restroom the entire station under the	own all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all wand clean chrome tops on all trash receptacles. Bucket wash trash receptacles are marks on floor areas. Disinfect all urine areas, disinfect gutters and sail railings, stairways and platforms. Clean all ledges in upper mezzanine lead benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all tons. Clean Manhattan plat dispatcher's office. Check dispatcher office on Mapon arriving and departing each station you are assigned to clean during y istrative Building Crew Room- Sweep Crew Room and Dispatchers Office building Tower- Clean all RTO Facilities. Sweep Superintendent's Office. Onling-	es and benches. Remove all nitary bases. Remove all pigeon ding towards escalators ES331, buch points. Clean EFR and anhattan platform. Deodorize our tour of duty. Clean toilets. Empty Trash					
0900-1030 Employee Facility Empty trash can, s modesty panels, v commodes with to disinfect the floor. Supervisor Office- walls down. Scrubber Room- I	Room/Bathroom- Wipe down all surfaces including lockers, Quench mack sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe anity mirrors, electric hand dryers (if equipped) dispensers and holders. Classilet bowl brush. Remove all graffiti and stickers including residue. Empty Replenish toilet tissue, paper towels, toilet seat covers and soap. Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep Deck wash walls and floor. Clean and organize the room. Discard all debris extinguishers. Restock supplies.	e down all surfaces- walls, ean sinks and faucets. Clean trash cans. Sweep, mop and and mop floors, disinfect. Wipe					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	H	lours		RC#
SC0696 Station South	0	2772		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	DFNQ	G009	0700 -
*Crew Room Duties - See Below	Coney Island Stillwell Av	DFNQ	G009	0700 - 1100
Lunch	Coney Island Stillwell Av	DFNQ	G009	1100 - 1130
**Dispatcher's Office Duties - See Below	Coney Island Stillwell Av	DFNQ	G009	1130 - 1300
*Crew Room Duties - See Below	Coney Island Stillwell Av	DFNQ	G009	1300 - 1500
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	1500 -
*Crew Room Duties:				
Clean Crew Reporting Center. Crew R, Men/Women Locker Room, Toilets, all open space and floor space. Wipe down surfaces including Lockers, Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Clean and disinfect Restrooms. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				
Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty	7.			
**Dispatcher's Office Duties: Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disiall floors. Clean windows and dust. Clean, mop and disinfect employee toilets. Replenish paper stock and soap in restras needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#			lours		RC
SC0697	Station South	0	700 - 1500		277
INSTRUCTION	IS .	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty In	ı Full Uniform.	Jamaica Center	ЕЈΖ	N606	0700 - 0800
*General Duties -	see helev	Parsons/Archer			
"General Duties -	see below	Jamaica Center	EJZ	N606	0800 - 0830
**RTO Duties- E	Line Dispatcher's Office - see below	Parsons/Archer		1000	0800 - 0830
**DTO Duties II	ina Dianatahan'a Office and halaw	Jamaica Center	ЕЈΖ	N606	0830 - 0900
**KTO Dunes- J I	Line Dispatcher's Office - see below	Parsons/Archer			
**RTO Duties- J I	Line Crew Room/Toilet- see below	Jamaica Center	ΕJΖ	N606	0900 - 0930
		Parsons/Archer	E I Z	NGOG	0020 1000
**RTO Duties- E	Line Crew Room/Toilet- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0930 - 1000
		Jamaica Center	EJZ	N606	1000 - 1030
**RTO Duties- E	Line Supt Office-see below	Parsons/Archer		11000	1000 1000
T1-		Jamaica Center	ЕЈΖ	N606	1030 - 1100
Lunch		Parsons/Archer			
**RTO Duties- Cr	rew Room/Toilet - see below	Jamaica Center	EJZ	N606	1100 - 1200
Tero Builes Cr	ew Room Fonet See Selow	Parsons/Archer			
**RTO Duties- E	Line Dispatcher's Office - see below	Jamaica Center	ΕJΖ	N606	1200 - 1230
		Parsons/Archer Jamaica Center	EJZ	N606	1230 - 1300
**RTO Duties- J I	Line Dispatcher's Office - see below	Parsons/Archer		14000	1230 - 1300
*G 1D '		Jamaica Center	EJZ	N606	1300 - 1400
*General Duties -	see below	Parsons/Archer			
**RTO Duties- F	J, Lines Crew Rooms - see below	Jamaica Center	EJZ	N606	1400 - 1500
	5, Lines Crew Rooms - see below	Parsons/Archer			1 - 2 - 2
Report Off Duty.		Jamaica Center	ΕJΖ	N606	1500 -
**RTO Duties		Parsons/Archer			
	r and Superintendent. Wipe down all surfaces including Quench machines, refrigerator, microwave. Clear	,			
	vs. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock (toilet tissue, paper	·			
	covers) and soap as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK				
SUPPLIES.					
Tailet Class Mass	We want to the Wine down all surfaces and to the wine with a linear clocking band down	_			
	and Women's toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryer ensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti	S			
	ling residue. Empty trash cans. Sweep, mop and disinfect the floor. Clean employee toilet in unstaffed				
	hish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.				
-					
	e down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep),			
mop and disinfect	floors. Wipe down top of FX.				
*General Duties-D	aily				
	ound all street stairways including scrap bus loading area on Archer Avenue between 153 St and Parson				
	d remove stickers. Clean behind back wall of EL412. Deodorize the entire station upon arriving and				
	tion you are assigned to clean during your tour of dut.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours Job# SC0698 0700 - 1500 **Station South** 2774 **STATION HOURS INSTRUCTIONS** LINE **BOOTH Sunday-Saturday** Forest Hills 71 Av EFMR N333A 0700 - 0900 Report On Duty In Full Uniform. *RTO Tower Duties- see below Jamaica 179 St N343 0930 - 1230 *RTO Tower Duties- see below 1230 - 1300 N343 Jamaica 179 St Lunch Forest Hills 71 Av EFMR N333A 1330 - 1500 *RTO Tower Duties- see below Forest Hills 71 Av EFMR N333A 1500 -Report Off Duty. *RTO Duties Forest Hills 71 Av Clean all offices: Dispatcher, ATD, Crew Reporting Office, Tower. Clean all rooms: Expeditor room, crew reporting room, lunch room on N333A Mezzanine, locker rooms at North End of Southbound platform, and women/men bathrooms. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. *RTO Duties Jamaica 179 St Sweep Entire RTO Complex In N343 Mezzanine. Scrub Bowls And Basins In Men's And Women's Toilets. Dust Top Of Lockers And Cabinets in Men's and Women's locker room. Wash Slop Sink in RTO CTA Room. Clean And Disinfect RTO Dispatchers Office. Wipe down stainless steel partitions, Toilet And Sink in RTO Bathroom. Wipe down all surfaces including Quench machines, empty all trash cans, sweep, mop and disinfect all floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	H	lours		RC
SC0699 Station South	1	1500 - 2300		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Avenue X	F	N561	1500 -
***RTO Facilities Duties	Avenue X	F	N561	1500 - 1740
Tower B Coney Island Yard				
***RTO Facilities Duties	Avenue X	F	N561	1740 - 1815
Tower C Coney Island Yard				
Lunch	Coney Island Stillwell Av	DFNQ	G009	1835 - 1905
***RTO Facilities Duties	Coney Island	DFNQ	G009	1905 - 2200
Men's Women's Locker Rooms	Stillwell Av			
***RTO Facilities Duties	Coney Island	DFNQ	G009	2200 - 2245
Dispatchers Offices D/F/N Q	Stillwell Av			
Report Off Duty.	Avenue X	F	N561	2300 -
***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. E	mpty all			
trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST P. OWN CLEANING AND PAPER STOCK SUPPLIES.	ROVIDE			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	H	lours		RC#
SC0699A Station South	2	2300 - 0700		
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 -
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 dropp from all railings, stairways, platform and outside areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mez floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch por Clean and disinfect refuse rooms/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station up arriving and departing each station you are assigned to clean during your tour of duty.	zanine A of oints.			
Major Duty Cleaning: Sunday thru Saturday: Pigeon Droppings: Clean all pigeon droppings from G011 control area including platforms, stathandrails and SE NB "F" platform.	nirway			
*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.	rs. Mop			
*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. Emtrash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROOWN CLEANING AND PAPER STOCK SUPPLIES.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

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Hours

SC0700 0900 - 1700 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** H041 0900 -Canarsie Rockaway Report On Duty In Uniform. Pkwy Canarsie Rockaway H041 0900 - 1030 *RTO Duties- see below Pkwy Euclid Av A C N128 1100 - 1215 *RTO Duties- see below Euclid Av A C N128 1215 - 1245 Lunch N128 1245 - 1400 Euclid Av A C *RTO Duties- see below Rockaway Blvd N134 1415 - 1500 *RTO Duties- see below 1525 - 1700 H041 Canarsie Rockaway *Major Duties- see below Pkwy H041 1700 -Report Off Duty In Uniform Canarsie Rockaway Pkwy *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 Canarsie Yard: Clean Switchman's Shanty and toiles in yard. Clean and mop all floors. Empty and disinfect all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap. 1100-1215 Pitkin Yard: Clean Tower, Yard and Train Operator's Room, Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Clean Dispatcher's Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap. 1415-1500 Liberty Junction Tower: Clean Dispatcher's Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap. 1525-1700 Clean Dispatcher's Office, Crew Room, Tower and toilets. Clean and mop all floors. Empty and clean all trash receptacles. Clean and disinfect toilets, urinals, bowls, sinks, and wash basins. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Replenish toilet tissue, paper towels, toilet seat covers and soap.

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours Job# SC0701 0700 - 1500 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** R626 0700 -Crown Hts Utica 3 4 Report On Duty In Full Uniform. AvCrown Hts Utica 0700 - 0900 3 4 R626 *RTO Facilities - see below Av0920 - 1110 New Lots Av R634 *RTO Facilities - see below New Lots Av R634 1110 - 1140 Lunch 1150 - 1350 Livonia Av Not Applicable Not *RTO Facilities - see below Applicable Crown Hts Utica 3 4 R626 1415 - 1500 *RTO Facilities - see below Crown Hts Utica R626 1500 -Report Off Duty. 3 4 Av***RTO Facilities Duties Clean all offices: Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and women/men restrooms. Wipe down all surfaces including Quench machines, tables and seats. Clean and disinfect toilets, Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty all trash cans, sweep, mop and disinfect floors. Replenish paper stock and soap in restrooms as needed. Utica Tower near R626, Crew room S/E N/B Platform, Dispatcher's Office N/E of N/B & S/E of S/B Platform, Restroom West Mezzanine New Lots Avenue Crew room middle platform, Tower Restroom & Facilities N/E of Platform Livonia 1st, 2nd, 3rd floors Utica Avenue 1415-1500 Empty Trash Receptacles in tower & Crew Room RTO MUST PROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

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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/refuse housings. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Floors- Northbound/Southbound Platforms & Mezzanine Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

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Hours

RC#

SC0703 Station South	1500 - 2300			2773	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	1500 -	
*General Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	1500 - 1800	
***RTO Facilities Duties	Jackson Hts Roosevelt Av	E F M R	N324	1800 - 1830	
*Station Cleaning Duties- Office/Facilities	Jackson Hts Roosevelt Av	E F M R	N324	1830 - 1900	
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1900 - 1930	
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1930 - 2100	
Elevator duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	2100 - 2200	
*General Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	2200 - 2300	
Report Off Duty.	Jackson Hts Roosevelt Av	EFMR	N324	2300 -	
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,					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

microwave, fans, and exhaust fans cover. Empty trash can, sweep, mop and disinfect floors. Wipe down 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). Deodorize the entire station.

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Job#	Hours			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 tras	h					
receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzaning						
floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA						
tactile 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	r					
of duty.						
All Major duty must be performed from below list.						
**Major Duty Cleaning- pick up supplies for Crescent St and Cypress Hill Station.						
Sun: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies.						
Mon: Q-Panels/Wind Breakers: Remove stains and scuff marks from "Panels" on platforms.						
Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric						
hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remov						
all graffiti and stickers including 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						

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# SC0705 Station South		Hours 0700 - 1500		270 270
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday	SIMILON	BINE	воотп	Hoeks
Report On Duty In Full Uniform.	DeKalb Av	B Q R	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	BQR	C008	0900 - 1130
Lunch	DeKalb Av	BQR	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 sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, 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: Clean Booth C008 Interior & Exterior Mon: Clean and Organize N/B & S/B Paper/Chemical Supply Rooms Tues: Clean & Polish all AFC Equipment @ C006 & C008 Mezzanine Wed: Clean, Mop & Disinfect Stations EFR – Walls, Floors Thu: Clean, Mop & Disinfect Station Supervisor Office Fri: Clean, Mop, Disinfect & Stock Employee Toilet Sat: Clean, Mop & Disinfect Overpass – Walls, Floors and Fixtures				
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				

Task subject to change and/or chance.

STOCK SUPPLIES.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

300 π		0500 1500			
SC0706	Station South	070	0 - 1500		2769
INSTRUCTIO	NS	STATION	LINE	воотн	HOURS
	Sunday-Saturday				
Report On Duty l *General Duties- Major Cleaning (see below	Hoyt Schermerhorn	A C G	N108	0700 - 1000
Clean RTO Facili		Hoyt Schermerhorn	A C G	N108	1000 - 1030
Lunch	nies- see below	Hoyt Schermerhorn		N108	1030 - 1100
*General Duties-	saa balow	Hoyt Schermerhorn		N108	1100 - 1500
Report Off Duty.		Hoyt Schermerhorn		N108	1500 -
around all street s disinfect all stairv including OMNY station signs. Wip spills and drag m Disinfect all uring platform and outs all touch points. O	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 validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and be down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, arks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). The 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 restrooms. Deodorize the entire station upon arriving and departing each station to clean during your tour of duty.				
Sun: Booth- Clea Sensors and Fire Mon: Refuse Roo loose debris from Tue: Refuse Roo loose debris from Wed: Supply Roo Thu: Employee F trash can, sweep, Fri: Field Office- employee toilet in Sat: Scrubber Roo	In booth interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Halon Extinguishers. Empty garbage. Remove all debris. Om- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove a refuse inserts and disinfect. The down Fire Extinguisher. Discard all debris and empty boxes. Remove a refuse inserts and disinfect. The down Fire Extinguisher. Discard all debris and empty boxes. Remove a refuse inserts and disinfect. The down Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. The down Fire Extinguishers. The down Fire Extinguishers and disinfect. The down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty mop and disinfect floors. Wipe down top of FX. Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean				
women/men restre trash cans, sweep	ies Duties Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, locker room, and cooms. Wipe down all surfaces including Quench machines, tables and seats and modesty panels. Empty all property and disinfect floors. Replenish paper stock and soap in restrooms as needed. RTO MUST PROVIDE G AND PAPER STOCK SUPPLIES.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Hours			RC#
SC0707 Station South	0700 - 150			
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	A C	N116	1300 - 1500
Report Off Duty	Nostrand Av	A C	N116	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, 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 water 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 each you are assigned to clean during your tour of duty. *Major Duty Cleaning- NOSTRAND	n & is ows and tains, only). ays, Sanitize in station			
Sun: Booth- Clean booth N119 interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, 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 st (toilet tissue, paper towels, toilet seat covers) and soap as needed. Wed:	electric Remove ock			
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. Sat: Deck Clean ALL Stains on floors of upper platforms, ramps, and control areas				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

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 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down of disinfect all stairway handrails. Clean and polish AFC 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 states spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water of Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairway 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.	s and ins, only).			
**Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand of (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all g and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tippaper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening	raffiti			
Elevator Duties Clean and Polish [EL760, EL761] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and panel/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 doors sills. Clean and wipe down the edge with a dry rag from top to bottom.	tation.			
****Major Duty Cleaning- Sun: - Clean booth [booth] interior and exterior. Sweep and mop floor, wash walls, dust top of ledges including Hale 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 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. trash can, sweep, mop and disinfect floors. Wipe down top of FX.	s from			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

JOD#	0700 1500			
SC0709 Station South		0700 - 1500		2769
INSTRUCTIONS	STATION	LINE	BOOTH	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)	T dik T dec		B009	0510 1150
Lunch	Park Place	S	B009	1130 - 1200
Perform *General Duties- see below	Park Place	S	B009	1200 - 1250
Perform *Major Cleaning (1240-1310) Perform *General Duties-(Stairways, Outside Area, N/S/B Platforms)	Franklin Av	С	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 FDNY Standpipe Outlets. Clean all windows and station signs. Wipe down sandboxes. 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, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the enstation upon arriving and departing each station you are assigned to clean during your tour of duty.	nits, ne all			
*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 Sensors and Fire Extinguishers. Empty garbage. Remove all debris. Mon: Refuse Room (Shuttle) - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Office- Clean desks, table tops, Quench unit, refrigerator and microwave. Sweep and mop floors, disinfect. Clean employee toilet inside of office. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers. Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Entrash can, sweep, mop and disinfect floors. Wipe down top of FX. Fri: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remaill graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed.	npty			
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. Mon: Refuse Room (Shuttle) - Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Tue: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remail graffiti and stickers including 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. Entrash 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.	ie ove			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

Page 404 of 482 Date: 6/2/2023

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours Job# SC0710 0600 - 1400 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Jay St Metrotech C003 0600 -Report On Duty In Full Uniform. Jay St Metrotech R C003 0600 - 0715 *General Duties- see below. N103 0720 - 0830 Jay St Metrotech A C F **Elevator Duties (#706, 707, 708, 709)- see below. N103 *General Duties- see below Jay St Metrotech A C F 0830 - 1000 Jay St Metrotech A C F N103 1000 - 1030 Lunch Jay St Metrotech C003 1030 - 1130 ***Major Duties- see below. Jay St Metrotech R C003 1130 - 1300 *General Duties- see below Jay St Metrotech A C F N103 1300 - 1400 **Elevator Duties (#706, 707, 708, 709)- see below C003 1400 -Report Off Duty. Jay St Metrotech *General Duties-Daily AM Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 370 Jay St Arcade. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Cleaning: C003 Sunday/ Monday : Clean Disinfect Employee Bathroom and EFR Tuesday : Clean Disinfect Island platform Refuse Room, Trash Receptacles Wednesday : Clean Disinfect Bucket Wash Mezz B Unmanned Mezz, Shine stainless Steel : Clean ADA Tactiles N/B Side remove all stains Thursday : Clean ADA Tactiles S/B Side Remove all stains Friday :Major Cleaning Booth C003 Interior, and Exterior, Bucket Wash Control Area Saturday Elevator Duties Clean and Polish [#706, 707, 708, 709] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the

Task subject to change and/or chance.

safety edge with a dry rag from top to bottom.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0711 Station South	<u></u>	2766		
		2300 - 0700		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform	Borough Hall	2 3 4 5	R601A	2300 -
*General Duties- see below	Borough Hall	2 3 4 5	R601A	2300 - 0130
*Elevator Duties (EL308 & EL309) - see below	Borough Hall	2 3 4 5	R601A	0130 - 0230
Lunch	Borough Hall	2 3 4 5	R601A	0230 - 0300
*Escalator Duties (ES305 & ES306) - see below	Borough Hall	2 3 4 5	R601A	0300 - 0430
*Major Duties Floors- see below	Borough Hall	2 3 4 5	R601A	0430 - 0515
*Major Duties- see below (List major duty to be performed from major duty list)	Borough Hall	2 3 4 5	R601A	0515 - 0600
*Light General Duties- see below	Borough Hall	2 3 4 5	R601A	0600 - 0700
Report Off Duty	Borough Hall	2 3 4 5	R601A	0700 -
*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 railings, 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	gs ly			
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. Mall stairway landings. 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.	Лор			
*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 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 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 safet edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Но	ours		RC#
SC0712	Station South	21	00 - 0500		2768
INSTRUCTIO	NS	STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty	In Full Uniform.	Smith 9 Sts	F G	N536	2100 -
*Note-If regular of General Duties w	cleaning job is not covered, listed rill be performed.				
* Escalator Dutie	s: ECS #313- see below.	Smith 9 Sts	F G	N536	2100 - 2145
*Escalator Duties	s: ECS #314- see below	Smith 9 Sts	F G	N536	2145 - 2230
*Escalator Duties	s: ECS #315- see below.	Smith 9 Sts	F G	N536	2230 - 2315
* Escalator Dutie	s: ECS #316- see below.	Smith 9 Sts	F G	N536	2315 - 2400
*Escalator Duties	s: ECS #348- see below.	Smith 9 Sts	F G	N536	2400 - 0045
Lunch		Smith 9 Sts	F G	N536	0130 - 0200
*Escalator Duties	s: ESC #317- see below.	Jay St Metrotech	A C F	N103	0215 - 0330
*Escalator Duties	s: ESC #318- see below.	Jay St Metrotech	A C F	N103	0330 - 0445
Report Off Duty.		Smith 9 Sts	F G	N536	0500 -
Shutdown and cle polish exterior an	s- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 gean [313,314,315,316,348,349,317,318]. Remove gum and damp mop upper and lower landings. Clean and ad interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and ue from handrails and overhead Annunciators.				
around all street s disinfect all stairs including OMNY receptacles. Remo booth windows (u from all railings, sticker/glue residu	r-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 validators. Wipe down all digital ad panels. Empty, disinfect and clean chrome tops on all trash ove 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 use. Sanitize all touch points. Clean EFR and Refuse Room. Deodorize the entire station upon arriving and ation you are assigned to clean during your tour of duty.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	I	Hours		RC#
SC0713 Station South	1	1500 - 2300		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Coney Island Stillwell Av	DFNQ	G009	1500 -
*General Duties- see below	Coney Island Stillwell Av	DFNQ	G009	1500 - 1640
***Public Restroom Duties	Coney Island Stillwell Av	DFNQ	G009	1640 - 1730
Lunch	Coney Island Stillwell Av	DFNQ	G009	1730 - 1800
*General Duties - see below	Coney Island Stillwell Av	DFNQ	G009	1800 - 2000
****Major Duty Cleaning- CSC Booth Daily	Coney Island Stillwell Av	DFNQ	G009	2000 - 2040
**Major Duty Cleaning- see below	Coney Island Stillwell Av	DFNQ	G009	2040 - 2120
*General Duties - see below	Coney Island Stillwell Av	DFNQ	G009	2120 - 2300
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	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: 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 boxe 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. Remov loose debris from refuse inserts and disinfect. Sat: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of FX. 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)	es. e			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Hours

RC#

SC0714 Station South		0700 - 1500		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Satur	day			
Report On Duty In Full Uniform.	Avenue M	Q	B022	0700 -
*General Duties- see below	Avenue M	Q	B022	0700 - 0900
*Major Duty Cleaning- see below	Avenue M	Q	B022	0900 - 0930
*General Duties - see below	Newkirk Plaza	B Q	B019	0940 - 1200
**Public Restroom Duties	Newkirk Plaza	B Q	B019	1200 - 1300
Lunch	Newkirk Plaza	B Q	B019	1300 - 1330
Major Duty Cleaning- see below	Newkirk Plaza	B Q	B019	1330 - 1400
*General Duties - see below	Avenue M	Q	B022	1410 - 1500
Report Off Duty.	Avenue M	Q	B022	1500 -
around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. I 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. Clea 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.	ontrol areas In all widows and It widows an			
**Public Restroom Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, el (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Fand stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper st paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening	Remove all graffiti ock (toilet tissue,			
*Major Duty Cleaning- Sun: Booth- Clean booth [booth B032] interior and exterior. Sweep and mop floor, wash walls, dust top 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 er loose debris from refuse inserts and disinfect. Tue: Scrubber Room-Deck wash walls and floor. Clean and organize the room. Discard all debris and er bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Ex Thu: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator 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 er bottles. Wipe down Fire Extinguishers. Restock supplies. Sat: Employee Facility Room- Wipe down all surfaces including lockers, Quench machines, refrigerator, trash can, sweep, mop and disinfect floors. Wipe down top of FX	mpty boxes. Remove mpty chemical tinguishers. , microwave. Empty mpty chemical			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#		Н	RC#			
SC0715	Station South		23	00 - 0700		2766
INSTRUCTION	NS		STATION	LINE	воотн	HOURS
	Sunda	y-Saturday				
Report On Duty I	n 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	e below		Bay Ridge 95 St	R	C027	0315 - 0415
*Major Duty Floo	ors- see below		86 St	R	C025	0425 - 0455
*Light General D	uties- see below		86 St	R	C025	0455 - 0525
*Major Duty Floo	ors- see below		Bay Ridge 95 St	R	C027	0535 - 0605
*Light General D			Bay Ridge 95 St	R	C027	0605 - 0655
Report Off Duty.	tooms before reaving the station		86 St	R	C025	0700 -
HEETs/HXT) in of Outlets. Clean all receptacles. Remo- booth windows (u from all railings, sticker/glue residu	be down & disinfect all stairway handrails. Clean and polish AFC equipment (Nontrol areas including OMNY validators. Wipe down all digital ad panels, HP widows and station signs. Wipe down sandboxes. Empty, disinfect and clean cover all stains, spills and drag marks on floor areas. Empty booth trash, clean expose water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Restairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove. Sanitize all touch points. Clean and disinfect EFR and employee restrooms. Per room. Deodorize the entire station upon arriving and departing each station of duty.	Units, FDNY Standpipe throme tops on all trash terior booth panels and emove all pigeon droppings ove graffiti, stickers, and Clean and organize supply				
*Light General D	uties					
	tary conditions and correct. Scrap all mezzanines, control areas, platforms, under areas, empty all trash receptacles.	erpass, and passageways.				
all stairway landii	rs-Nightly s and gum from floors. Remove all stains, spills, and drag marks from platform ngs. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot cl t all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/ref	ean ADA tactile as				
women/men bathr	Dispatcher, Superintendent, Tower. Clean all rooms: crew room, lunch room, looms. Wipe down all surfaces including Quench machines, empty all trash car paper stock and soap in restrooms as needed. RTO MUST PROVIDE OWN CES.	s, sweep, mop and disinfect				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		Н	Hours			
SC0716A	Station South	23	00 - 0700		2772	
INSTRUCTION	NS	STATION	LINE	воотн	HOURS	
	Sunday-Saturday					
Report On Duty Is	1 Full Uniform.	New Utrecht Av	N	D005	2300 -	
*General Duties-	see below	New Utrecht Av	N	D005	2300 - 0130	
**Major Duty Flo	ors-Nightly	New Utrecht Av	N	D005	0130 - 0400	
Lunch		New Utrecht Av	N	D005	0400 - 0430	
***Elevator Dutie	s- EL738, EL739, EL740 and EL741	New Utrecht Av	N	D005	0430 - 0500	
****Public Restro	om Duties	New Utrecht Av	N	D005	0500 - 0545	
***Elevator Dutie	s- EL701, EL702	New Utrecht Av	N	D005	0545 - 0615	
*General Duties -	Open Public Toilets @ 0700	New Utrecht Av	N	D005	0615 - 0700	
Report Off Duty.		New Utrecht Av	N	D005	0700 -	
station signs. Wipe spills and drag ma Disinfect all urine platform and outsi all touch points. C you are assigned t **Major Duty Flo		ins, nly). s, nitize ation				
all stairway landin	and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floogs. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings	rs. Mop				
interior and exterior elevators in the sta	EL738, EL739,EL740 & El741] Remove gum. Sweep, mop and disinfect elevator floors. Wipe do prepanel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on ation. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean esafety edge with a dry rag from top to bottom.	all				
(if equipped) disperant stickers include	om Duties fomen public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand densers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all gling residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tist seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.	raffiti				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Н	ours		RC#
SC0717 Station South	23	2300 - 0700		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	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	Turisons, There			
**Escalator Duties -see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2400 - 0045
**Escalator Duties -see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0045 - 0130
Lunch	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0130 - 0200
*General Duties –see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0200 - 0500
**Elevator Duties ELE 412, ELE 413	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0500 - 0600
Re-scrap mezzanines and empty trash receptacles. Remove All spills and stains from floor	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0600 - 0650
Open Public toilets	Jamaica Center Parsons/Archer	ЕЈΖ	N606	0650 - 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 E platform, mezzanine, and stairway for a stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N606 control areas OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows a signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine a disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue resonantize all touch points. N606 Mezzanine -Clean EFR, Scrubber rooms and employee restrooms. Remove pigo Deodorize the entire station upon arriving and departing each station you are assigned to clean during your to the station upon arriving and departing each station you are assigned to clean during your to the station upon arriving and polish ELE 412 and 413. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior apanels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe dowedge with a dry rag from top to bottom.	reet level. disinfect all including nd station s on floor areas, sidue. eon droppings. air of duty. and exterior on station.			
**Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-449 Shutdown and clean ESC 438, 439, 443, 444, 447. Remove gum and damp mop upper and lower landings. Cleaterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and residue from handrails and overhead Annunciators. Cleaning schedule: Sun/Wed/Sat: 438, 439, Mon/Thurs: 44, Tues/Fri 447, 443.	ean and polish sticker/glue			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

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Job#		ours		RC#	
SC0717A Station South	23	300 - 0700		277	
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		D. 1.7	21606	2400 0200	
*General Duties: (See Below)	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2400 - 0200	
Lunch	Jamaica Center Parsons/Archer	EJZ	N606	0200 - 0230	
*Escalator Duties –see below	Jamaica Center Parsons/Archer	EJZ	N606	0230 - 0315	
*Escalator Duties –see below	Jamaica Center Parsons/Archer	EJZ	N606	0315 - 0400	
*Major Duties –see below	Jamaica Center Parsons/Archer	EJZ	N606	0400 - 0500	
*General Duties: (See Below) Report Off Duty.	Jamaica Center Parsons/Archer Jamaica Center	E J Z	N606	0500 - 0700	
*General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs located on J,Z platform, mezzanine, and street level. Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in N607 control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. N607 Mezzanine -Clean EFR, Scrubber rooms and employee restrooms. Remove pigeon droppings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. Elevator Duties Clean and polish (ELE 412 and 413). Remove gum, sweep, mop and disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ESC 438, 439, 443, 444, 447. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue. From handrails and overhead Annunciators. Cleaning schedule: Sun/Wed/Sat: 435, 436, Mon/Thurs: 441, 442, Tues/Fri 440, 441 *Major Duty Cleaning-Nig					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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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 Archer Av JFK	ЕЈΖ	N605	2300 - 0100	
*General Duties- Mezzanine Level And Facilities –see below	Airport				
*Elevator Duties- see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0100 - 0130	
Lunch	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0130 - 0200	
*Escalator Duties ESC# 434 -see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0200 - 0245	
*Escalator Duties ESC# 435 -see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	N605	0245 - 0330	
*Escalator Duties ESC# 436 -see below	Sutphin Blvd Archer Av JFK Airport	ЕЈΖ	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	ЕЈΖ	N605	0530 - 0700	
Report Off Duty.	Sutphin Blvd	ЕЈΖ	N605	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 assigned to clean during your tour of duty.	gs. e fuse				
**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 safe 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/glud residue from handrails and overhead Annunciators.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Но	RC#			
SC0719 Station South	2300 - 0700			2774	
INSTRUCTIONS	STATION	LINE	воотн	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	Е	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.	r				
*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.) 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.					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0720 Station South	2.	2300 - 0700		
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jamaica 179 St	F	N343	2300 - 0100
*RTO Complex Duties-see below				
*General Duties –see below	Jamaica 179 St	F	N343	0100 - 0200
Lunch	Jamaica 179 St	F	N343	0200 - 0230
**Elevator Duties-see below	Jamaica 179 St	F	N343	0230 - 0330
Major Duties-see below	Jamaica 179 St	F	N343	0330 - 0430
General Duties –see below	Jamaica 179 St	F	N343	0430 - 0700
Open Public Toilets 0700				
Report Off Duty.	Jamaica 179 St	F	N343	0700 -
**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, and disinfect floors. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. RTO MUPROVIDE OWN CLEANING AND PAPER STOCK SUPPLIES. Elevator Duties Clean and Polish ELE 431,432 AND 433 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 elevators in station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe downsafety edge with a dry rag from top to bottom.	and and the			
*Public Restroom 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 stock (toilet tissue) paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.	ffiti			
*General Duties-Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street) including along 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 equipmer (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 sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all lea and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty	nt y, d and dges			
*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 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: 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 Extinguis SAT: Trash Recentacles –clean and disinfect interior/exterior T/R on n/b platform and N343 mezzanine	shers.			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

SAT: Trash Receptacles –clean and disinfect interior/exterior T/R on n/b platform and N343 mezzanine

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0721 0700 - 1500 **Station South** 2766 **INSTRUCTIONS STATION BOOTH HOURS** LINE **Sunday-Saturday** Atlantic DNR C009 0700 -Report On Duty In Full Uniform. Av-Barclays Ctr 0700 - 1100 Various Various Various Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis. Various Various 1100 - 1130 Various 1130 - 1500 Various Various Various Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis. Atlantic D N R C009 1500 -Report Off Duty. Av-Barclays Ctr

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	ours		RC#
SC0721A Station South	11	00 - 1900		2766
INSTRUCTIONS	STATION	LINE	ВООТН	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	DNR	C009	1300 - 1400
*Public Restroom Duties - see below	Atlantic Av-Barclays Ctr	DNR	C009	1400 - 1500
Lunch	Atlantic Av-Barclays Ctr	DNR	C009	1500 - 1530
*Elevator Duties (EL301, EL302, & EL303)-see below	Atlantic Av-Barclays Ctr	DNR	C009	1530 - 1630
*Public Restroom Duties - see below	Atlantic Av-Barclays Ctr	DNR	C009	1630 - 1730
*Elevator Duties (EL304, EL305, & EL306)-see below	Atlantic Av-Barclays Ctr	DNR	C009	1730 - 1830
*Public Restroom Duties - see below Clean and close Public Restrooms at 1900 hours	Atlantic Av-Barclays Ctr	DNR	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	DNR	C009	1900 -
*Public Toilet Duties Clean Men and Women public toilets: 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, pape 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 statio Remove graffiti, stickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safe edge with a dry rag from top to bottom.				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job# Hours SC0722 1500 - 2300 **Station South** 2766 **INSTRUCTIONS STATION BOOTH HOURS** LINE **Sunday-Saturday** DNR C009 1500 -Atlantic Report On Duty In Full Uniform. Av-Barclays Ctr 1500 - 1900 Various Various Various Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis. Various Various 1900 - 1930 Various 1930 - 2300 Various Various Various Perform Cleaning Duties. At Assigned Station(s) By Road Supervisor On A Daily Basis. Atlantic D N R C009 2300 -Report Off Duty. Av-Barclays Ctr

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0723 1500 - 2300 **Station South** 2766 **STATION INSTRUCTIONS** LINE **BOOTH HOURS Monday-Friday** 1500 -Atlantic 2 3 4 5 R610 REPORT ON DUTY IN FULL UNIFORM Av-Barclays Ctr PERFORM DUTIES ON 'Q' LINE Atlantic R610 1500 - 1530 Av-Barclays Ctr *Elevator Duties (EL307) -see below 1530 - 1830 *General Duties- see below Atlantic R610 Av-Barclays Ctr 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 R610 1830 - 1900 *Elevator Duties (EL307) -see below Av-Barclays Ctr Atlantic R610 1900 - 1930 Lunch Av-Barclays Ctr Atlantic R610 1930 - 2030 *Major Duties - see below Av-Barclays Ctr Atlantic R610 2030 - 2130 Clean and polish stainless steel adjacent to S/W ML1-2-3, P9, P10 Av-Barclays Ctr Atlantic R610 2130 - 2215 Scrap and disinfect head house area on street level and transport trash to refuse room Av-Barclays Ctr Atlantic R610 2215 - 2300 *Light General Duties- see below Av-Barclays Ctr REPORT OFF DUTY. Atlantic 2 3 4 5 2300 -R610 Av-Barclays Ctr *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 chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	Н	RC#		
SC0723A Station South	23	00 - 0700		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform. *General Duties- see below Performed on 2/3/4/5 Local and express platforms, S/E underpass, lower mezzanine and passageway to the B/Q line, and the Wide stairway U21A-F leading to Pacific St	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2300 - 0100
*General Duties- see below Performed on D/N/R line S/Ws, platforms, mezzanine, up until the S/B 2/3 Platform.	Atlantic Av-Barclays Ctr	DNR	C009	0100 - 0300
Lunch	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0300 - 0330
*Major Duty Cleaning -A- Daily -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0330 - 0430
*Major Duty Cleaning -B- Daily -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0430 - 0530
*Light General Duties- see below	Atlantic Av-Barclays Ctr	DNR	C009	0530 - 0615
*Light General Duties- see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0615 - 0650
Open Public Restrooms	Atlantic Av-Barclays Ctr	D N R	C009	0650 - 0655
Report off duty	Atlantic Av-Barclays Ctr	2 3 4 5	R610	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 cassageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC 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 frooms 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 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.				
*Major Duty Cleaning- A - Daily Sun: Deck Wash Tile Walls on N/B Platform from Middle to S/End Mon: Deck Wash Tile Walls on S/B Platform from Middle to N/End Tue: Deck wash Tile Walls on S/B Platform from Middle to S/End Wed: Deck Wah Tile Walls on N/B Platform from Middle to N/End Thu: Deck Wash Tile walls/Floor In N/B Scrubber Room Fri: Deck Wash Tile Walls/Floor in S/B Scrubber Room Sat: Deck Wash Tiles Walls Along Ramp Leading to R612 Control Area and IRT Underpass/Passageway				
*Major Duty Cleaning- B - Daily Sun: Deck Wash Tile Walls in IRT Underpass Passageway Mon: Deck Wash Walls/Floor in 4/5 Express Platform Scrubber Room Tue: Deck Wash Walls/Floor in Lower Mezzanine Scrubber Room Wed: Deck Wash Walls/Floor in Lower Mezzanine CTA Slop Sink Room/Storage Room Thu: Deck Wash Tile Walls in Lower Mezzanine Under IRT 2/3/4/5 Platforms Fri: Deck Wash Tile Walls in Passageway in Lower Mezzanine Leading to B/Q Lines Sat: Wipe Down MTA Art and Design Electronic Screens in Passageway Leading to B/Q Lines				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0724 1500 - 2300 **Station South** 2769 **HOURS INSTRUCTIONS STATION** LINE **BOOTH** Monday-Friday N111 Report On Duty In Uniform Clinton Washington | C 1500 - 1700 Perform *General Duties- see below Lafayette Av N110 1710 - 1910 Perform *General Duties- see below С N110 1910 - 1940 Lafayette Av Lunch Lafayette Av N110 1940 - 2050 Perform *General Duties- see below Perform *Major Cleaning (2010-2050) 2100 - 2250 Clinton Washington C N111 Perform *Major Cleaning (2115-2200) 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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0724A Station South	2300 - 0700			2769	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Uniform Perform *General Duties- see below Perform *Major Duty Floors (0010-0050)	Clinton Washington Avs	С	N111	2300 - 0100	
Perform *General Duties- see below Perform *Major Duty Floors (0200-0245)	Lafayette Av	С	N110	0110 - 0245	
Lunch	Lafayette Av	С	N110	0245 - 0315	
Perform *Major Duty Cleaning (0315-0415)	Lafayette Av	С	N110	0315 - 0415	
Perform *General Duties- see below Perform *Major Duty Cleaning (425, 0525)	Clinton Washington Avs	С	N111	0425 - 0700	
Perform *Major Duty Cleaning (425-0525) Report Off Duty.	Clinton Washington	С	N111	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 can chrome tops on all trash receptacles. Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. 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 beas and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. 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. 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- 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 *Wed: NB Benches-Wipe down, clean, and bucket wash ALL SB benches. Bucket wash undermeath and around All benches Fri: Supply Room-Tidy					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Но	urs		RC#
SC0725 Station South	080	00 - 1600		2768
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturda	ay			
Report on Duty in Full Uniform RESTRICTED DUTY- Public Restroom/ Elevator/Station Facilities	Jay St Metrotech	A C F	N103	0800 - 1100
Clean and disinfect ELE [707,708,709] **Elevator Duties- see below				
Note- If Elevators are out of				
service, General Duties listed will be performed Lunch	Jay St Metrotech	A C F	N103	1100 - 1130
Clean and disinfect ELE	7 Av	F G	N539A	1140 - 1430
**Elevator Duties- see below	/ AV		1133711	1140 - 1430
Clean Employee Toilet and EFR *Public Toilet Duties- see below Note- If toilets are out of service, General Duties listed will be performed:				
Clean and disinfect ELE [707, 708, 709]	Jay St Metrotech	A C F	N103	1440 - 1600
**Elevator Duties- see below				
Report off duty	Jay St Metrotech	A C F	N103	1600 -
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, elect (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Rer and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper (toilet towels, toilet seat covers and soap as needed. Allow bathroom to dry 10 minutes before reopening.	move all graffiti			
**General Duties Sweep all stairs. Scrap all mezzanines, control areas and platforms. Wipe down all AFC equipment in cont including OMNY validators, clean booth glass.	trol areas			
Elevator Duties Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior an panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevator Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe edge with a dry rag from top to bottom.	ors in the station.			
RESTRICTED DUTY- Public Restroom/ Elevator/Station Facilities				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

SC0727 Station South	2300 - 0700			2769	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform. *General Duties- see below	Bedford Nostrand Avs	G	N417	2300 - 0100	
*General Duties- see below Major Duty Floors-see below (0200-0235) Major Duty-see below (0235-0320)	Classon Av	G	N419	0110 - 0320	
Lunch	Classon Av	G	N419	0320 - 0350	
*General Duties- see below Major Duty Floors-see below (0400-0500) Major Duty-see below (0500-0600)	Bedford Nostrand Avs	G	N417	0400 - 0700	
Report Off Duty.	Bedford Nostrand Avs	G	N417	0700 -	
*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-					
BEDFORD-NOSTRAND AVS Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Mon: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Thu: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash Receptacles					
CLASSON AV Sun: Supply Room- Tidy and organize supply rooms. Remove empty boxes. Wipe down Fire Extinguishers Tue: SB Trash Receptacles- Deck Mop, Clean and Disinfect ALL SB Trash Receptacles Wed: Employee Toilets- Clean Men and Women's: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove all graffiti and stickers including residue. Empty trash cans. Sweep, mop and disinfect the floor. Replenish paper stock (toilet tissue, paper towels, toilet seat covers) and soap as needed. Fri: NB Trash Receptacles- Deck Mop, Clean and Disinfect ALL NB Trash Receptacles					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#			Hours		RC#
SC0728	Station South		0700 - 1500	2774	
INSTRUCTION	ONS	STATION	LINE	ВООТН	HOURS
		Sunday-Saturday			
Report On Duty	y In Full Uniform.	Jamaica Cer Parsons/Arc		N606	0700 - 0730
Pre Job Van Ins	spection and Disinfection				
Note - If there	are no supplies or inventory to deliver				
CTA will be re-	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
D. I.1 W. I.	1.00 . 0 . 4	Jamaica Cer	nter E J Z	N606	1430 - 1500
Pre Job van Ins	spection and Disinfection	Parsons/Arc	her		
D		Jamaica Cer	nter E J Z	N606	1500 -
Report off duty		Parsons/Arc	her		

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

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Job#			Hours		RC#	
SC0729	Station South		0700 - 1500			
INSTRUCTIO	NS	STATION	LINE	BOOTH	HOURS	
		Sunday-Saturday				
Report On Duty	In Full Uniform.	Jamaica Center Parsons/Archer	l l	N606	0700 - 0730	
Pre Job Van Insp	pection and Disinfection					
	re no supplies or inventory to deliver					
	ssigned to perform other tasks during					
time allotted on s						
WAA- Inventory	Supply Rooms; Deliver Supplies.	Various	Various	Various	0730 - 1130	
Lunch		Various	Various	Various	1130 - 1200	
WAA- Inventory	Supply Rooms; Deliver Supplies.	Various	Various	Various	1200 - 1430	
D4 I-1 W I		Jamaica Center	ЕЈΖ	N606	1430 - 1500	
Post Job van Ins	spection and Disinfection	Parsons/Archer				
Domant Off Duty		Jamaica Center	EJZ	N606	1500 -	
Report Off Duty.		Parsons/Archer				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

Job#

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Hours

RC#

SC0730 Station South	0700 - 1500			2773	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday	STATION	EINE	воотп	поска	
Report On Duty In Full Uniform. RESTRICTED DUTY- Public Restroom/ Elevator Cleaner	Jackson Hts Roosevelt Av	EFMR	N324	0700 - 0800	
*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 EL422- see below	Jackson Hts Roosevelt Av	EFMR	N324	0800 - 0900	
**Elevator Duties EL421- see below	Jackson Hts Roosevelt Av	E F M R	N324	0900 - 1000	
*EMT Office Cleaning Task- see below	Jackson Hts Roosevelt Av	E F M R	N324	1000 - 1030	
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	1030 - 1100	
*Elevator Duties EL420- see below	Jackson Hts Roosevelt Av	E F M R	N324	1100 - 1200	
*Public Toilet Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	1200 - 1300	
*Elevator Duties EL423- see below	Jackson Hts Roosevelt Av	E F M R	N324	1300 - 1400	
*Elevator Duties EL421- see below	Jackson Hts Roosevelt Av	E F M R	N324	1400 - 1500	
Report Off Duty	Jackson Hts Roosevelt Av	E F M R	N324	1500 -	
*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 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. 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. 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					
RESTRICTED DUTY- Public Restroom/ Elevator Cleaner					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

2023 STAC Summer Pick Pick Effective Date: 7/16/2023

Job#	н	lours		RC#	
SC0731 Station South	0700 - 1500			2774	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Jamaica Center	ΕJΖ	N606	0700 - 0800	
Elevator Duties El 412 El 412 goo below	Parsons/Archer				
Elevator Duties EL412, EL413 – see below	Jamaica Center	EJZ	N606	0800 - 1000	
*Major Duty Cleaning	Parsons/Archer		11000	0000 - 1000	
Lunch	Jamaica Center	ΕJΖ	N606	1000 - 1030	
Editori	Parsons/Archer				
Disinfect N606, N607 Mezzanine wall and gutters	Jamaica Center	EJZ	N606	1030 - 1130	
<u> </u>	Parsons/Archer		272.42	1200 1200	
*Close Public Restroom Duties – see below	Jamaica 179 St	F	N343	1200 - 1300	
Note- If toilets are out of service,					
General Duties listed will be performed Open Public Toilet (1300)	Jamaica 179 St	F	N343	1300 - 1400	
Open Fublic Tollet (1300)	Jamaica 179 St	l r	11343	1300 - 1400	
Elevator Duties EL431, EL432, EL433 – see below					
Scrap N606 Mezzanine	Jamaica Center	EJZ	N606	1430 - 1500	
•	Parsons/Archer			1.50	
Report Off Duty.	Jamaica Center Parsons/Archer	ЕЈΖ	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.					
179th St - Clean and polish EL431, EL432 and EL433. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down					
interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all					
elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and					
wipe down the safety edge with a dry rag from top to bottom.					
*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.					
*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 loos	se				
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 chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		ours		277
SC0732 Station South	150	1500 - 2300		
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 EL420- see below	Jackson Hts	E F M R	N324	1600 - 1700
Note- If public toilets are out of service, General Duties listed will be performed	Roosevelt Av	Erwik	11324	1000 - 1700
**Elevator Duties EL423- see below	Jackson Hts Roosevelt Av	E F M R	N324	1700 - 1800
**Elevator Duties EL422- see below	Jackson Hts Roosevelt Av	EFMR	N324	1800 - 1900
*Public Toilet Duties- see below	Jackson Hts Roosevelt Av	EFMR	N324	1900 - 1930
Lunch	Jackson Hts Roosevelt Av	EFMR	N324	1930 - 2000
**Elevator Duties EL414- see below	Flushing Main St	7	R533	2010 - 2050
*Public Toilet Duties- see below	Flushing Main St	7	R533	2050 - 2130
*General Duties- see below	Flushing Main St	7	R533	2130 - 2250
Report Off Duty	Jackson Hts Roosevelt Av	EFMR	N324	2300 -
*Public Toilet Duties Clean Men and Women public toilets: Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric han (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Remove al 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	ll graffiti			
**General Duties Sweep all stairs- platform, mezzanine, and street. Scrap all mezzanines, control areas, platforms, and passageways down all AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Remov stickers and sticker/glue residue. Clean exterior of booth windows- use water only. Deodorize the entire station up arriving and departing each station you are assigned to clean during your tour of duty.	e graffiti,			
**Elevator Duties Note: If elevator(s) out of service, perform General Duties EL414 – Clean interior and exterior of elevator at lower mezzanine, R534 control area EL420 – Clean interior and exterior of elevator at middle mezzanine, N324 control area and clean balcony on "7" Flushing side. EL422 – Clean interior and exterior of elevator on mezzanine and NB 'E' platform. Clean glass and shine stainles 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 stainles Sweep and damp mop floors. Clean and wipe down the safety edge with a dry rag from top to bottom.	ss steel.			
RESTRICTED DUTY- Public Restroom/ Elevator Cleaner				

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#		ours		RC#	
SC0733 Station South	1500 - 2300			277	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Uniform. RESTRICTED DUTY- Public Restroom/ Elevator Duties	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1500 -	
**Elevator Duties- see below	Jamaica Center	ЕЈΖ	N606	1500 - 1600	
Note- In lieu of Elevators out of service, General Duties listed will be performed	Parsons/Archer				
*Close Public Toilet Duties – see below Note- If toilets are out of service, General Duties listed will be performed	Jamaica Center Parsons/Archer	ЕЈΖ	N606	1600 - 1745	
*Close Public Toilet Duties – see below If toilets are out of service, General Duties listed will be performed	Jamaica 179 St	F	N343	1800 - 1900	
Lunch	Jamaica 179 St	F	N343	1900 - 1930	
**General Duties- see below	Jamaica 179 St	F	N343	1930 - 2030	
**Elevator Duties- see below	Jamaica 179 St	F	N343	2030 - 2130	
**General Duties- see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2145 - 2300	
Report Off Duty	Jamaica Center Parsons/Archer	ЕЈΖ	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.					
control areas including OMNY validators. Clean booth windows. Remove stickers and graffiti on station. Wipe down Digital Ad Panels.					
RESTRICTED DUTY- Public Restroom/ Elevator Duties					

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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Job#	Но	RC#		
SC0748 Station South	230	2300 - 0700		
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.	Eastern Pkwy Brooklyn Museum	2 3	R621	0700 -
"*General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3d 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 Standp Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all tras receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon drop 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 strooms 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 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/led all levels (street, mezzanine and platforms. Clean interior and exterior glass on all elevators in the station. Remove grastickers and sticker glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a	pipe sh ad oppings and upply ean ges on affiti,			

Task subject to change and/or chance.

Spot clean ADA Tactile as needed.

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

**Inspect station for unsanitary conditions (Feces, Urine, Blood, Vomit) and correct. Scrap entire station. Empty all trash receptacles. Remove all spills and stains on floor. Clean employee restrooms. Clean RTO Crew Room and Consolidated Facility (if applicable). Deodorize the entire station.

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2023 STAC Summer Pick

Job# Hours SHDC089 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Clark St 2 3 R600 2200 -Report on Duty in Full Uniform Clark St 2 3 R600 2200 - 2400 *General Duties- see below 2400 - 0300 Clark St 2 3 R600 Dust mop and remove gum from tile floors on island platform, passageway & stairways. Bucket wash lower mezzanine, passageway, platform stairway and Island platform R600 0300 - 0330 Clark St 2 3 Lunch R600 0330 - 0430 Clark St 2 3 *Elevator Duties (EL310, EL311 & EL312) - see below Clark St 0430 - 0600 *Major Duties- see below 2 3 R600 (List major duty to be performed from major duty list) Clark St R600 0600 -Report Off Duty. 2 3 "*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.

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Job#		Hours	RC#
SHDC090	Station South	2200 - 0600	2766
INSTRUCTION	NS	STATION LINE BOOTH HOURS	}
	Sunday-Saturda	y	
Report on Duty in	1 Full Uniform	Nevins St 2 3 4 5 R608 2200 -	
*HDC Duties-N/E		Nevins St 2 3 4 5 R608 2200 - 00	030
*HDC Duties-S/B	3 Platform	Nevins St 2 3 4 5 R608 0030 - 03	300
Lunch		Nevins St 2 3 4 5 R608 0300 - 03	330
*Major Duties- I	Daily - see below	Nevins St 2 3 4 5 R608 0330 - 06	500
Report Off Duty	•	Nevins St 2 3 4 5 R608 0600 -	
and machine clear Upper-Mezzanine room. **Ensure distilled charging. ***If Mobile Was Mobile Wash Sup **General Duties Dust mop and ren Platform stairway to upper-mezzanin tactile as required of trash receptacle graffiti, stickers, a and polish interior all listed General assigned to clean	cklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrap. Wet mop all areas inaccessible to the scrubber machine including stairway landings Lea. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. It water is filled in scrubber machine battery cell if applicable and the "stop" button is not on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor to perform other task including but not limited to removing excess water with scruber life Scrubber Machines are out of service move gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairway is leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway he an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot and street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot are base and remove stains on floor at base of trash receptacles. Disinfect all urine areas, the base and remove stains on floor at base of trash receptacle. Clean all ledges and benches and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse in reexterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile duties and additional tasks. Deodorize the entire station upon arriving and departing each during your tour of duty.	ding to Fidy scrubber engaged while enervisor and/or bber machine. ays (SB landings leading clean ADA Clean interior Remove nousings. Clean walls. Perform	
*Light General D	uties		
	tary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and e areas, empty all trash receptacles.	passageways.	
	3 & S/B Mezzanine, Underpass, and stairway landings.	Dust	
mop and remove	gum, drag marks, and stains. Wet mop all areas.		

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Job#		ŀ	Hours		RC#
SHDC091	Station South	2	2200 - 0600		2760
INSTRUCTION	\mathbf{s}	STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty In	Uniform.	Borough Hall	2 3 4 5	R602	2200 -
*HDC Duties-N/B	Platform	Borough Hall	2 3 4 5	R602	2200 - 0030
*HDC Duties-S/B	Platform	Borough Hall	2 3 4 5	R602	0030 - 0300
Lunch		Borough Hall	2 3 4 5	R602	0300 - 0330
*Major Duties- Da	aily - see below	Borough Hall	2 3 4 5	R602	0330 - 0600
Report Off Duty		Borough Hall	2 3 4 5	R602	0600 -
and machine clean. Upper-Mezzanine. room. **Ensure distilled charging. ***If Mobile Wash Mobile Wash Supe **General Duties- Dust mop and reme Platform stairways to upper-mezzanine tactile as required. of trash receptacle graffiti, stickers, ar and polish interior/ all listed General of	klist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or pressure to perform other task including but not limited to removing excess water with scrubber machine. If Scrubber Machines are out of service ove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove ad sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are luring your tour of duty.				
	ary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways.				
	areas, empty all trash receptacles.				
*Major Duty Clear Performed on R602	2 & R604 Mezzanine, overpass, and stairway landings.				
mop and remove g	Du um, drag marks, and stains. Wet mop all areas.	s1			

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Job#		Но	ours		RC#
SHDC092	Station South	22	00 - 0600		2766
INSTRUCTIONS		STATION	LINE	ВООТН	HOURS
	Sunday-Saturday				
Report On Duty In *HDC Duties-N/B F		Atlantic Av-Barclays Ctr	2 3 4 5	R610	2200 - 2400
*HDC Duties-S/B P	latform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	2400 - 0200
Lunch		Atlantic Av-Barclays Ctr	2 3 4 5	R610	0200 - 0230
*HDC Duties- Island	d Express Platform	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0230 - 0430
*Major Duty Cleani	ng - Daily -see below	Atlantic Av-Barclays Ctr	2 3 4 5	R610	0430 - 0600
Report Off Duty		Atlantic Av-Barclays Ctr	2 3 4 5	R610	0600 -
and machine clean. Upper-Mezzanine. S room. **Ensure distilled w charging. ***If Mobile Wash Mobile Wash Super "**General Duties- Dust mop and remo Platform stairways I to upper-mezzanine tactile as required. E of trash receptacle b graffiti, stickers, and and polish interior/e all listed General di	list. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber rater is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or visor to perform other task including but not limited to removing excess water with scrubber machine. If Scrubber Machines are out of service we gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB eading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior hase and remove stains 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 atterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform tuties and additional tasks. Deodorize the entire station upon arriving and departing each station you are tring your tour of duty.				
	es y conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. reas, empty all trash receptacles.				
*Major Duty Cleani					
mop and remove gu	m, drag marks, and stains. Wet mop all areas. Deodorize all areas toward the end of your tour of duty.				

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Hours Job# **SHDC093** 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** R610 Report On Duty In Uniform. Atlantic 2 3 4 5 2200 - 0030 Av-Barclays Ctr 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 0030 - 0200 Atlantic 2 3 4 5 R610 Express Platform. Wet Mop All Areas Inaccessible To Machine. Secure And Clean Scrubber Machine. Put On Charge. Av-Barclays Ctr Clean Scrubber Room. Complete Pre And Post Checklist Form. 2 3 4 5 R610 Atlantic 0200 - 0230 Av-Barclays Ctr Dust Mop And Remove Gum From Lower Mezzanine And Passageway To The "B,Q" Lines. Prepare Scrubber Machine R610 Atlantic 2 3 4 5 0230 - 0430 And Machine Clean Lower Mezzanine And Passageway To The "B,Q" Lines. Wet Mop All Inaccessible Areas To Av-Barclays Ctr Machine. Secure And Clean Scrubber Machine. Put On Charge. Clean Scrubber Rooms. Complete Pre And Post Checklist Major Clean: (0430-0530) 2 3 4 5 R610 0430 - 0530 Atlantic Av-Barclays Ctr 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. Empty And Disinfect All Trash Receptacles On Express Platform And Lower Mezzanine Level. Correct All Unsanitary 2 3 4 5 R610 0530 - 0600 Atlantic Conditions; Vomit Feces, And Urine Areas. Av-Barclays Ctr Report Off Duty. 2 3 4 5 R610 0600 -Atlantic Note: Av-Barclays Ctr *** If Mobile Wash/ Specialty Cleaning Is On Station, The Assigned HDC Cleaner Will Be Instructed By A Station Supervisor To Perform Other Tasks During Time Allotted On The Schedule*** ***Ensure Distilled Water Is Filled In Scrubber Machine Battery Cells If Applicable. The Stop Button Must Not Be Engaged When The Scrubber Machine Is Charging***

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Job# Hours SHDC094 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 2 3 4 5 R610 2200 - 2400 Report On Duty In Full Uniform. Atlantic *General Duties- see below Av-Barclays Ctr 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 2 3 4 5 Atlantic R610 2400 - 0045 *Escalator Duties (ES310) Av-Barclays Ctr 2 3 4 5 R610 Atlantic 0045 - 0130 *Major Duty Cleaning- Hanson Place - Daily Av-Barclays Ctr Atlantic 2 3 4 5 R610 0130 - 0200 Lunch Av-Barclays Ctr Atlantic 2 3 4 5 R610 0200 - 0400 *HDC Duties- Island Platform Av-Barclays Ctr Dust mop and remove gum from Barclays Center Control area mezzanine. Wet mop Stairways and floors, Disinfect Atlantic 2 3 4 5 R610 0400 - 0430 Av-Barclays Ctr unsanitary conditions. Atlantic 2 3 4 5 R610 0430 - 0530 *Major Duty Cleaning-Av-Barclays Ctr Atlantic 2 3 4 5 R610 0530 - 0600 **Light General Duties Av-Barclays Ctr 2 3 4 5 Report off duty Atlantic R610 0600 -Av-Barclays Ctr *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 **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties Inspect station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. Deodorize the entire station **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean. Remove gum and damp mop upper and lower landings. Clean and polish exterior and interior of Escalator panels. Clean adjacent tile walls. Remove all accessible graffiti, stickers, and sticker/glue residue from handrails and overhead Annunciators. **Elevator Duties- Clean and polish. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down safety edge with a dry rag from top to bottom. *Major Duty Cleaning- Hanson Place - Daily Dust mop and remove gum from Hanson place upper and lower mezzanine. Wet mop and disinfect upper and lower mezzanine including the top and bottom of ES310, and tactile in front of AFC doors. Clean, mop and disinfect Hanson Place employee toilet room. *Major Duty Cleaning-Sun: Deck wash walls and floors in island scrubber room Mon: Deck wash walls and floors in Hanson Place lower mezzanine scrubber room Tue: Deck wash walls and floor in middle mezzanine scrubber room by EL307 Wed: Deck wash walls in R612 Paid mezzanine Thu: Deck wash tile walls surrounding SW MA/B/C & MZA/B/C Fri: Bucket wash S/Ws MA/B/C & MZA/B/C

Sat: Deck wash tile walls in passageway bottom of SW MA/B/C & MZA/B/C

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Job#	Но	urs		RC#
SHDC095 Station South	220	00 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Uniform.	Grand Army Plaza	2 3	R619	2200 -
*HDC Duties-Mezzanine	Grand Army Plaza	2 3	R619	2200 - 0030
*HDC Duties-Island Platform	Grand Army Plaza	2 3	R619	0030 - 0330
Lunch	Grand Army Plaza	2 3	R619	0330 - 0400
*Major Duty Cleaning-Daily- see below	Grand Army Plaza	2 3	R619	0400 - 0600
Report Off Duty	Grand Army Plaza	2 3	R619	0600 -
*HDC Duties Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings 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. **Major Duty Cleaning- Daily Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Bucket Wash around all columns, benches an trash receptacles. Deodorize area				

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Hours Job# SHDC096 2200 - 0600 **Station South STATION INSTRUCTIONS** LINE **BOOTH HOURS Sunday-Saturday** R626 2200 -Crown Hts Utica 3 4 Report On Duty In Uniform. AvScrubber Machine Duties- see below Note- If machines are out of service listed General Duties will be performed Crown Hts Utica 3 4 R626 2200 - 0100 *Scrubber Machine Clean [N/B Platform] - see below R626 0100 - 0130 Crown Hts Utica 3 4 R626 0130 - 0430 Crown Hts Utica 3 4 * Scrubber Machine Clean [S/B Platform] - see below *Inspect stations for unsanitary conditions and correct Crown Hts Utica 3 4 R626 0430 - 0600 Re-scrap station. Remove all spills and stains on floors R626 0600 -Crown Hts Utica 3 4 Report off duty. Αv *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 ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If machines are out of service: Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Clean and disinfect [EL322 & El323] mop floor, wipe Elevator Walls. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.

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Hours Job# **SHDC097** 2200 - 0600 **Station South STATION INSTRUCTIONS** LINE **BOOTH HOURS Sunday-Saturday** R639 2200 -Church Av 2 5 Report On Duty In Uniform. 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 Church Av 2 5 R639 0100 - 0130 Lunch Church Av 2 5 R639 0130 - 0430 *Scrubber Machine Clean [S/B Platform] - see below Church Av 2 5 R639 0430 - 0600 *Inspect stations for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors Church Av Report Off Duty. 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 ***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.

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Hours Job# SHDC098 2200 - 0600 **Station South STATION INSTRUCTIONS** LINE **BOOTH HOURS Sunday-Saturday** R645 2200 -Report on Duty in Full Uniform. Flatbush Av 2 5 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. 2 5 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 ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. **General Duties-If machines are out of service-Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Clean and disinfect EL319 mop floor, wipe Elevator Walls. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.

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Job#		Но	ours		RC#
SHDC099	SHDC099 Station South		2200 - 0600		
INSTRUCTIONS		STATION	LINE	ВООТН	HOURS
	Sunday-Saturday	,			
Report On Duty In U	Jniform.	Flushing Main St	7	R533	2200 -
*Scrubber Machine I	Duties - see below	Flushing Main St	7	R533	2200 - 2330
Note- If machines are					
listed General Duties	•				
*Scrubber Machine C	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 C	Clean (Southbound Platform)- see below	Flushing Main St	7	R533	0330 - 0530
	insanitary conditions and correct.	Flushing Main St	7	R533	0530 - 0600
Re-scrap station. Ren Report Off Duty.	move all spills and stains on floors.	Flushing Main St	7	R533	0600 -
clean Mezzanine, No ncluding stairway laterubber room. **Ensure distilled was charging. ***If Mobile Wash i Mobile Wash Superv	Duties-Daily ist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine a orthbound & Southbound bound platforms. Wet mop all areas inaccessible to the scrubber andings. Secure and clean machine after use. Complete post-checklist. **Put machine on ater is filled in scrubber machine battery cell if applicable and the "stop" button is not exist on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supprisor to perform other task including but not limited to removing excess water with scrub job is not covered, HDC Cleaners must perform general duties.	r machine charge. Tidy ngaged while ervisor and/or			
Dust mop and remove and disinfect gutters, chrome tops on all trefloor at base of trashall touch points. Clean	machines are out of service- ye gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landing sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect rash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and ren receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue resi an and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving assigned to clean during your tour of duty.	and clean nove stains on due. Sanitize			

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Hours Job# SHDC100 2200 - 0600 **Station South** 2768 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N103 2200 -Jay St Metrotech A C F Report On Duty In Full Uniform. Jay St Metrotech A C F N103 2200 - 0100 *General Duties- see below. Jay St Metrotech A C F N103 0100 - 0230 **Employee Toilets- see below. Jay St Metrotech N103 0230 - 0300 A C F Lunch Jay St Metrotech A C F N103 0300 - 0400 ***Major Duty Cleaning- see below 0400 - 0600 Jay St Metrotech A C F N103 *General Duties- see below. Jay St Metrotech A C F N103 0600 -Report off duty. *General Duties-Nightly Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways including 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 mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile 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. Remove loose 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 area under Platform Stairways, Behind Chrome Railings Sat: Assist CTA Job# 712 Cleaning Tile Wall Adjacent to ESC's #317, & #318 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

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Job#		Hours		RC#
SHDC101 Station South		2300 - 0700		2769
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	T		21100	0.700
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.				
if station C1A job is not covered, Tibe eleaners 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.				

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Hours Job# SHDC102 2200 - 0600 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N124 2200 -Report On Duty In Full Uniform. Broadway Junction A C *Scrubber Machine Duties- see below Note- If Scrubber Machines are out of service listed General Duties will be performed N124 Broadway Junction A C 2200 - 2345 *Scrubber Machine Cleaning-Northbound Platform 2345 - 0045 **Broadway Junction** A C N124 *Scrubber Machine Cleaning-Mezzanine A C N124 0045 - 0115 **Broadway Junction** Lunch N124 0115 - 0300 A C **Broadway Junction** *Scrubber Machine Cleaning-Southbound Platform N124 0300 - 0500 A C **Broadway Junction** *Scrubber Machine Cleaning Upper J Mezzanine Inspect northbound & southbound platforms for unsanitary conditions and correct. Re-scrap station. Remove spills and stains N124 **Broadway Junction** A C 0500 - 0600 from floors. Deodorize the entire station. 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 ***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.

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Job# Hours **SHDC103** 2300 - 0700 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Rockaway Park N187 2300 - 0030 Report On Duty In Uniform. A S Beach 116 St *General Duties- see below Rockaway Park N187 A S 0030 - 0200 ***Scrubber Machine Duties - See Below Beach 116 St Rockaway Park A S N187 0200 - 0300 **Major Duties- see below Beach 116 St Rockaway Park N187 A S 0300 - 0330 Lunch Beach 116 St N186 Beach 105 St A S 0340 - 0440 *General Duties- see below Beach 105 St N186 0440 - 0540 A S **Major Duties- see below N187 Rockaway Park A S 0550 - 0630 ***RTO Facilities Duties – See below Beach 116 St Rockaway Park A S N187 0630 - 0700 ***Public Toilet Duties - See below Beach 116 St Report Off Duty. Rockaway Park N187 0700 -A S Beach 116 St *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and 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 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.

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Job#		Hours		RC#		
SHDC104 Station South		2200 - 0600		2766		
INSTRUCTIONS	STATION	LINE	воотн	HOURS		
Sunday-Saturday						
Report On Duty In Uniform	36 St	DNR	C018	2200 -		
*HDC Duties-S/B Platform	36 St	DNR	C018	2200 - 0030		
*HDC Duties-N/B Platform	36 St	DNR	C018	0030 - 0300		
Lunch	36 St	DNR	C018	0300 - 0330		
*HDC Duties-Mezzanine	36 St	DNR	C018	0330 - 0500		
*Major Duty Cleaning-Daily- see below	36 St	DNR	C018	0500 - 0600		
Report off Duty	36 St	DNR	C018	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 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						

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Job#	ŀ	Hours		RC#	
SHDC105 Station South	2200 - 0600			2772	
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Coney Island Stillwell Av	D F N Q	G009	2200 -	
*Scrubber Machine Duties- see below	Coney Island Stillwell Av	D F N Q	G001	2200 - 2330	
Note- If machines are out of service listed General Duties will be performed					
*Scrubber Machine Clean [Mezzanine] - see below	Coney Island Stillwell Av	DFNQ	G001	2330 - 0130	
Hose wash/Bucket wash & Disinfect The D Ramp	Coney Island Stillwell Av	DFNQ	G009	0130 - 0300	
Lunch	Coney Island Stillwell Av	DFNQ	G009	0300 - 0330	
Hose wash/Bucket wash & Disinfect The F Ramp	Coney Island Stillwell Av	DFNQ	G009	0330 - 0500	
Re-scrap station. Remove all spills and stains on floors.	Coney Island Stillwell Av	DFNQ	G009	0500 - 0600	
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	0600 -	
*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. 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.					

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Job#		Hours			
SHDC106 Station South	2	2200 - 0600		2772	
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Coney Island Stillwell Av	DFNQ	G009	2200 -	
*Scrubber Machine Duties- see below	Coney Island Stillwell Av	DFNQ	G009	2200 - 0100	
Note- If machines are out of service listed General Duties will be performed					
Hose wash/Bucket wash & Disinfect The Q Ramp	Coney Island Stillwell Av	DFNQ	G009	0100 - 0200	
Lunch	Coney Island Stillwell Av	DFNQ	G009	0200 - 0230	
Hose wash/Bucket wash & Disinfect The F Ramp	Coney Island Stillwell Av	DFNQ	G009	0230 - 0330	
Bucket wash & Disinfect The Overpass/Bridge	Coney Island Stillwell Av	DFNQ	G009	0330 - 0500	
Re-scrap station. Remove all spills and stains on floors.	Coney Island Stillwell Av	DFNQ	G009	0500 - 0600	
Report Off Duty.	Coney Island Stillwell Av	DFNQ	G009	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. See 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 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.	le /or				
**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 bru 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 floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitiz all touch points. Clean and disinfect refuse rooms/refuse housings	on				
**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 leat 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 inter of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean depoints interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perforall listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you assigned to alone during your tour of duty.	rior ean orm				

assigned to clean during your tour of duty.

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Job#	н	ours		RC#
SHDC107 Station South	2		2774	
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2200 - 2400
*Scrubber Machine Duties N606 Mezzanine - see below	Tursons/Turcher			
Note- If machines are out of service				
listed General Duties will be performed				
*Scrubber Machine Duties "J" line ONLY - see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2400 - 0200
Lunch	Jamaica Center	EJZ	N606	0200 - 0230
Lunch	Parsons/Archer			
*Escalator Duties ES445, ES446 - see below	Jamaica Center	EJZ	N606	0230 - 0430
Escalator Duties E5445, E5440 - See below	Parsons/Archer			
* Escalator Duties ES439 - see below	Jamaica Center	EJZ	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	F 1.7	21606	0.600
Report Off Duty.	Jamaica Center Parsons/Archer	ΕJΖ	N606	0600 -
*Scrubber Machine Duties-Daily	Parsons/Archer			
Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and clean N60)6			
Mezzanine and "J" line platform. Wet mop all areas inaccessible to the scrubber machine including stairway landings.				
Secure and clean machine after use.				
Complete post-checklist. **Put machine on charge. Tidy scrubber room.				
**Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while				
charging.				
***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or	r			
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 interio	or			
of trash receptacle base and remove stains on floor at base of trash 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 as	nd			
interior of escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue.				

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Job# SHDC108 Station South	Н	RC		
	2200 - 0600			2774
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report on Duty in Full Uniform.	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2200 - 2400
*Scrubber Machine Duties N606 Mezzanine - see below Note- If machines are out of service isted General Duties will be performed				
*Scrubber Machine Duties "E" line ONLY - see below	Jamaica Center Parsons/Archer	ЕЈΖ	N606	2400 - 0200
Lunch	Jamaica Center Parsons/Archer	EJZ	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
*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 andings. 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 sharging. ***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. 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 actile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Escalator Duties- Contact Elevator and Escalator Unit prior to cleaning, shutdown and restart, (212) 424-4497 Shutdown and clean ES441, ES442, ES440. Remove gum and mop upper and lower landings. Clean and polish exterior and interior of escalator panels. Clean adjacent tile walls. Remove graffiti, stickers, and sticker/glue residue.		EJZ	N606	0600 -

debris from refuse inserts and disinfect.

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Hours Job# **SHDC109** 2200 - 0600 **Station South** 2774 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** Sutphin Blvd ΕJΖ N605 Report On Duty In Uniform. 2200 - 2400 Archer Av JFK *Scrubber Machine Duties "E" line - see below Airport Note- If machines are out of service listed General Duties will be performed ΕJΖ Sutphin Blvd N605 2400 - 0200 *Scrubber Machine Duties "J" line - see below Archer Av JFK Airport Sutphin Blvd ΕJΖ N605 0200 - 0230 Archer Av JFK Lunch Airport Sutphin Blvd ΕJΖ N605 0230 - 0430 Archer Av JFK *Scrubber Machine Duties Mezzanine - see below Airport Clean and wipe chrome columns and remove stickers. Clean Sutphin Blvd ΕJΖ N605 0430 - 0600 Archer Av JFK and wipe chrome coping around stairs. Disinfect & deodorize all gutters. Clean scrubber room. Airport Report Off Duty. Sutphin Blvd ΕJΖ N605 0600 -Archer Av JFK *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

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# Hours		urs		RC#	
SHDC110 Station South	220	2200 - 0600			
INSTRUCTIONS	STATION	LINE	воотн	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Jamaica Van Wyck	Е	N604	2200 - 2300	
**Elevator Duties EL408, EL409 - see below					
*Scrubber Machine Duties Mezzanine - see below	Jamaica Van Wyck	Е	N604	2300 - 0100	
Note- If machines are out of service					
listed General Duties will be performed	Jamaica Van Wyck	E	N604	0100 - 0130	
Lunch					
*Scrubber Machine Duties Platform - see below	Jamaica Van Wyck		N604	0130 - 0330	
Scrub and mop areas inaccessible to machine including wall & floors of the Jamaica Ave/89th Ave entrance. Mop all S/W	Jamaica Van Wyck	E	N604	0330 - 0500	
Disinfect & deodorize all gutter on the station.	Jamaica Van Wyck	Е	N604	0500 - 0600	
Report Off Duty.	Jamaica Van Wyck	Е	N604	0600 -	
*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and clean N60 Mezzanine, platforms. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean nachine 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.	an				
**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.					

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Job#	н	lours		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.				

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Job#	Hours			RC#	
SHDC112 Station South	2200 - 0600			2774	
INSTRUCTIONS	STATION	LINE	ВООТН	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 \$1,\$2,\$5,\$10,\$11,\$12,\$13	Jamaica 179 St	F	N343	0400 - 0600	
S14 & S15. Dust/clean glass panels, Clean & polish turnstiles,					
MVM, MEM, Clean & wipe HPIs in N343 Mezz.					
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.					

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Hours Job# SHDC113 2200 - 0600 **Station South** 2773 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** N307 2200 -Report On Duty In Full Uniform. Court Sq-23 St E M Scrubber Machine Duties- see below *Note- If machines are out of service, listed General Duties will be performed N307 2200 - 0200 Court Sq-23 St E M *Scrubber Machine Clean [Passageway to E/G Line]- see below Court Sq-23 St E M N307 0200 - 0230 Lunch Court Sq-23 St ЕМ N307 0230 - 0400 *Scrubber Machine Duties [N/B E platform] - see below E M N307 0400 - 0530 Court Sq-23 St *Scrubber Machine Duties [S/B E platform] - see below N307 0530 - 0600 Court Sq-23 St E M *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors. Report Off Duty. Court Sq-23 St E M N307 0600 -*Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machine and machine clean [Mezzanine & G line passageway]. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties. . "Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **General Duties-In lieu machines are out of service-Dust mop and remove gum from floors. Mop entire platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings.

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Job#	Н	ours		RC#
SHDC114 Station South	23	00 - 0700		2769
INSTRUCTIONS	STATION	LINE	BOOTH	HOURS
Sunday-Saturday				
Report On Duty In Uniform. Scrubber Machine Duties- see below	Metropolitan Av	G	N409	2300 - 2400
Note- If machines are out of service listed General Duties will be performed				
Perform *Scrubber Machine Clean N409 Control Area / Mezzanine-see below	Metropolitan Av	G	N409	2400 - 0130
Perform *Scrubber Machine Clean SB Platform - see below	Metropolitan Av	G	N409	0130 - 0230
Lunch	Metropolitan Av	G	N409	0230 - 0300
Perform **Scrubber Machine Duties NB Platform - see below	Metropolitan Av	G	N409	0300 - 0430
Perform *Scrubber Machine Clean N1409 Control Area / Mezzanine-see below	Metropolitan Av	G	N409	0430 - 0600
Perform *Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Metropolitan Av	G	N409	0600 - 0700
Report Off Duty.	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. See 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/o 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.	e or			
**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 brus 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 of floor at base of trash 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.	n e			

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Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine.

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Job# Hours SHDC115 2200 - 0600 **Station South** 2768 **STATION INSTRUCTIONS** LINE **BOOTH HOURS Sunday-Saturday** F G N532 2200 -Bergen St Report On Duty In Uniform. Bergen St F G N532 2200 - 2400 *General Duties-Nightly - see below. F G 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 F G N532 0230 - 0430 0430 - 0600 Bergen St F G N532 ***Major Duties- see below. F G N532 0600 -Bergen St 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: 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

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Hours Job# SHDC116 2200 - 0600 **Station South** 2776 **STATION HOURS INSTRUCTIONS** LINE **BOOTH Sunday-Saturday** H026 2200 -Report on Duty in Full Uniform Myrtle Wyckoff M *Scrubber Machine Duties- see below Avs Note- If Scrubber Machines are out of service listed General Duties will be performed Myrtle Wyckoff H026 2200 - 0100 M *Scrubber Machine Clean H026 & H027 Mezzanine Myrtle Wyckoff H026 0100 - 0130 M Lunch Avs H026 Myrtle Wyckoff M 0130 - 0430 *Scrubber Machine Duties L Line Platform Avs Myrtle Wyckoff M H026 0430 - 0600 *Scrubber Machine Clean Upper M-Line Mezzanine Avs Myrtle Wyckoff Report Off Duty. M H026 0600 -Avs *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.

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Job# Hours **SHDC117** 2300 - 0700 **Station South** 2776 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** H038 2300 -Livonia Av Report On Duty In Uniform. L H038 2300 - 0030 Livonia Av *General Duties- see below H038 0030 - 0115 Livonia Av **Major Duty "Floors"- see below L ***Elevator Duties – see below H038 0115 - 0215 Livonia Av Note- If Elevators are out of service, listed General Duties will be performed H038 0215 - 0245 Livonia Av ****Major Duty- see below 0245 - 0315 H038 Livonia Av Lunch H039 0400 - 0530 New Lots Av *General Duties- see below H039 0530 - 0600 New Lots Av L **Major Duty "Floors"- see below H039 New Lots Av L 0600 - 0630 ****Major Duty- see below L H038 0630 - 0700 Inspect station for unsanitary conditions and correct Livonia Av Re-scrap station. Remove all spills and stains from floors. Deodorize the entire station. H038 0700 -Report Off Duty. Livonia 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, and platforms. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all windows and station signs. Empty, disinfect and clean chrome tops on all trash receptacles. Bucket wash trash receptacles and benches. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **Major Duty Floors-Nightly Remove dust balls and gum from floors. Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine areas. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. ***Elevator Duties -Clean and polish [ELE #771 #772]. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator floors. Wipe down interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and exterior glass on all elevators in the station. Remove graffiti, stickers and sticker/glue residue. Remove debris from elevator doors sills. Clean and wipe down the safety edge with a dry rag from top to bottom. ****Major Duty Cleaning-Sun: Cleaning Q-Panels (weekly)- Remove stains and scuff marks from "Q-Panels" on platforms. Mon: Employee Facility Room/Employee Bathroom- Wipe down all surfaces including lockers, Quench machines, refrigerator, microwave. Empty trash can, sweep, mop and disinfect floors. Wipe down top of Fire Extinguisher. Wipe down all surfaces- walls, modesty panels, vanity mirrors, electric hand dryers (if equipped) dispensers and holders. Clean sinks and faucets. Clean commodes with toilet bowl brush. Empty trash cans. Sweep, mop and disinfect the floor. Replenish toilet tissue, paper towels, toilet seat covers and soap. Tues: Scrubber Room- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical bottles. Wipe down Fire Extinguishers. Restock supplies. Wed: Refuse Housing/Room- Clean and disinfect refuse housing/room. Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty boxes. Remove loose debris from refuse inserts and disinfect. Thu: Pick up supplies from Livonia Ave (weekly)- Pick up garbage bags and cleaning supplies needed for respective 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.

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Hours Job# SHDC118 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** BQR C008 2200 -DeKalb Av Report On Duty In Full Uniform. DeKalb Av BQR C008 2200 - 2330 *HDC Duties- C006 Mezzanine 2330 - 0145 BQR C008 *HDC Duties-S/B Platform DeKalb Av 0145 - 0215 DeKalb Av BQR C008 Lunch DeKalb Av B Q R C008 0215 - 0430 *HDC Duties-N/B Platform DeKalb Av BQR C008 0430 - 0600 *HDC Duties- C008 Mezzanine DeKalb Av BQR C008 0600 -Report Off Duty. "*HDC Duties Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber **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.

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Job# Hours **SHDC119** 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 2200 -Atlantic D N R C009 Report On Duty In Uniform. Av-Barclays Ctr Atlantic D N R C009 2200 - 0015 *HDC Duties-S/B Platform - see below Av-Barclays Ctr Atlantic D N R C009 0015 - 0245 *HDC Duties-N/B Platform - see below Av-Barclays Ctr Atlantic D N R C009 0245 - 0315 Lunch Av-Barclays Ctr Atlantic D N R C009 0315 - 0600 *Major Duty Cleaning -see below Av-Barclays Ctr D N R C009 0600 Report Off Duty. Atlantic Av-Barclays Ctr *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 **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Light General Duties station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles. "*Major Duty Cleaning- Daily Sun: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck wash tile walls surrounding N/B S/Ws, Bucket wash N/B S/Ws Mon: Deck wash walls and floors in S/B Refuse room, Scrubber room, Deck wash tile walls surrounding S/B S/Ws, Bucket wash S/B S/Ws Tue: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck wash tile walls surrounding N/B S/Ws, Bucket wash N/B S/Ws Wed: Deck wash walls and floors in S/B Refuse room, Scrubber room, Deck wash tile walls surrounding S/B S/Ws, Bucket wash S/B S/Ws Thu: Deck wash walls and floors in N/B Refuse room, Scrubber room, Deck wash tile walls surrounding N/B S/Ws, Bucket wash N/B S/Ws Fri: Deck wash walls and floors in S/B Refuse room, Scrubber room, Deck wash tile walls surrounding S/B S/Ws, Bucket

Sat: Deck wash walls and floors in scrubber rooms on unpaid and paid mezzanines

wash S/B S/Ws

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Hours Job# SHDC120 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** C010 2200 -Union St Report On Duty In Full Uniform. Union St R C010 2200 - 2330 *Major Duty Cleaning-S/B Mezzanine- see below C010 2330 - 0145 Union St R *HDC Duties-S/B Platform Union St C010 0145 - 0215 R Lunch Union St R C010 0215 - 0430 *HDC Duties-N/B Platform Union St R C010 0430 - 0600 *Major Duty Cleaning-N/B Mezzanine- see below R C010 0600 -Union St 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 **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. "**General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. "*Major Duty Cleaning- S/B Mezzanine- Daily Dust mop and remove gum from C011 mezzanine. Deck wash floors, bucket wash S/W landings. Deodorize area "*Major Duty Cleaning- N/B Mezzanine- Daily Dust mop and remove gum from C010 mezzanine. Deck wash floors, bucket wash S/W landings. Deodorize area

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Job#	Hours			RC#	
HDC121 Station South	2200 - 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	777 11 701 1	1.65	2.1220	0100 0120	
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. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.					

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ob#		Hours			
SHDC122 Station South	2200 - 0600			2773	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2200 -	
*Scrubber Machine Duties - see below *Note- If machines are out of service, General Duties will be performed	Jackson Hts Roosevelt Av	E F M R	N324	2200 - 0030	
*Scrubber Machine Clean (N324 Mezzanine)— see below	Jackson Hts Roosevelt Av	E F M R	N324	0030 - 0230	
Lunch	Jackson Hts Roosevelt Av	E F M R	N324	0230 - 0300	
*Scrubber Machine Duties- see below	Jackson Hts Roosevelt Av	E F M R	N324	0300 - 0400	
*Scrubber Machine Clean (E/F lower Mezzanine) - see below	Jackson Hts Roosevelt Av	E F M R	N324	0400 - 0530	
*Inspect station for unsanitary conditions and correct. Re-scrap station. Remove all spills and stains on floors.	Jackson Hts Roosevelt Av	E F M R	N324	0530 - 0600	
Report Off Duty.	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.					

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Job#	H	RC#		
SHDC123 Station South	2	2773		
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Jackson Hts Roosevelt Av	E F M R	N324	2200 -
*Scrubber Machine Duties - see below *Note- If machines are out of service, General Duties will be performed	Jackson Hts Roosevelt Av	EFMR	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.				

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Job#	ŀ	Hours		RC#
SHDC124 Station South	2	2200 - 0600		2774
INSTRUCTIONS	STATION	LINE	воотн	HOURS
Sunday-Saturday				
Report On Duty In Full Uniform.	Queens Plaza	E M R	N309A	2200 -
Wipe all stainless steel in N309A, N310 mezz. Wipe S/W	Queens Plaza	E M R	N309A	2200 - 2300
railings & coping. Wipe MVM,MEM & turnstiles *Scrubber Machine Duties N/B Plat & N309A Mezz - see below	Queens Plaza	E M R	N309A	2300 - 0230
Scrubber Machine Butles IV/B Flat & N309A Mezz - see below	Queens 1 laza	EWK	NSOFA	2300 - 0230
Note- If machines are out of service listed General Duties will be performed				
Lunch	Queens Plaza	E M R	N309A	0230 - 0300
Scrubber Machine Duties S/B Plat & N310 Mezz- see below	Queens Plaza	E M R	N309A	0300 - 0500
*Scrubber Machine Duties Mezzanine - see below	Queens Plaza	EMR	N309A	0500 - 0600
Report Off Duty.	Queens Plaza	E M R	N309A	0600 -
Scrubber Machine Duties-Daily Complete pre-checklist. Prep work area: Dust mop and remove gum from floors. Prepare scrubber machines and machine clean North/Southbound platforms and N329 Mezz. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties.				
**General Duties-If Scrubber Machines are out of service-Dust mop and remove gum from floors. Remove all stains, spills, and drag marks from N/S/B platforms and mezzanine floors. Mop all stairway landings. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty.				
**Elevator Duties - Clean and polish E428, EL429 and EL430. Remove gum. Sweep, mop, disinfect elevator floors. Wipe down interior and exterior panels/ledges on all levels (street, mezzanine, and platforms). Clean interior and exterior glass on all elevators on station. Remove graffiti, stickers, and sticker/glue residue. Remove debris from elevator door sills. Clean and wipe down the safety edge with a dry rag from top to bottom.				

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Job#		He	ours		RC#
SHDC125	Station South	22	00 - 0600		2768
INSTRUCTION	NS	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty I	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					
	cklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine				
	n. 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	I water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while	;			
charging.					
	sh is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/o				
Mobile Wash Sup	pervisor 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 ren	nove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB				
Platform stairway	s leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings lead	ing			
	ne an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA				
	l. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior	or			
	e base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove				
	and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean				
	r/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform				
	duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are	re			
assigned to clean	during your tour of duty.				

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Job# Hours **SHDC127** 2300 - 0700 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** B013 2300 -Prospect Park B Q S Report On Duty In Full Uniform. Prospect Park BQS B013 2300 - 2400 *General Duties- see below Prospect Park BQS B013 2400 - 0100 *HDC Duties- see below ΒQ B004 0110 - 0230 7 Av *General Duties- see below 0230 - 0300 7 Av ΒQ B004 Lunch 7 Av ΒQ B004 0300 - 0350 *Major Duty Floors- see below BQS B013 Prospect Park 0400 - 0500 *Elevator Duties- see below BQS B013 Prospect Park 0500 - 0630 *General Duties- see below BQS B013 0630 - 0700 Prospect Park *Public Restroom Duties- see below BQS B013 0700 -Report Off Duty. Prospect Park *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 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.

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paper towels, toilet seat covers) and soap as needed. Allow bathroom to dry 10 minutes before reopening.

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Job# Hours **SHDC128** 2300 - 0700 **Station South** 2772 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 2300 -Kings Hwy ΒQ B024 Report On Duty In Full Uniform. ΒQ B024 2300 - 2400 Kings Hwy *General Duties- see below ΒQ B024 2400 - 0130 Kings Hwy **Scrubber Machine Duties-Daily B024 & B024A Avenue J B021 0140 - 0240 *General Duties- see below 0240 - 0310 *****Major Duty Floors- see below Avenue J Q B021 Avenue J Q B021 0310 - 0340 B022 0350 - 0450 Q Avenue M *General Duties- see below Avenue M Q B022 0450 - 0520 *****Major Duty Floors- see below ΒQ B024 0530 - 0550 Kings Hwy ***Elevator Duties- EL760, EL761 0550 - 0650 Kings Hwy ΒQ B024 *General Duties- see below Kings Hwy ВО B024 0650 - 0700 Open Public Toilets Kings Hwy ΒQ B024 0700 -Report Off Duty. *General Duties-Daily Inspect station for unsanitary conditions and correct. Sweep all stairs (platform, mezzanine, and street). Clean/Scrap 3ft around all street stairways. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Wipe down & disinfect all stairway handrails. Clean and polish AFC equipment (MVMs, Turnstiles, HEETs/HXT) in control areas including OMNY validators. Wipe down all digital ad panels, HPI Units, FDNY Standpipe Outlets. Clean all widows and station signs. Wipe down sandboxes. Empty, disinfect and clean chrome tops on all trash receptacles. Remove all stains, spills and drag marks on floor areas. Empty booth trash, clean exterior booth panels and booth windows (use water only). Disinfect all urine areas, disinfect gutters and sanitary bases. Remove all pigeon droppings from all railings, stairways, platform and outside areas (3 ft.) Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. **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 ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **** If station CTA job is not covered, HDC Cleaners must perform general duties ***Elevator Duties-Clean and Polish [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. ***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,

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Job#	Hours			RC#						
SHDC129 Station South		2200 - 0600		2200 - 0600		2200 - 0600		2200 - 0600		2766
INSTRUCTIONS	STATION	LINE	воотн	HOURS						
Sunday-Saturday										
Report On Duty In Full Uniform.	Prospect Av	R	C014	2200 -						
*Major Duty Cleaning-S/B Mezzanine- see below	Prospect Av	R	C014	2200 - 2330						
*HDC Duties-S/B Platform	Prospect Av	R	C014	2330 - 0145						
Lunch	Prospect Av	R	C014	0145 - 0215						
*HDC Duties-N/B Platform	Prospect Av	R	C014	0215 - 0430						
*Major Duty Cleaning-N/B Mezzanine- see below	Prospect Av	R	C014	0430 - 0600						
Report off Duty	Prospect Av	R	C014	0600 -						
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 receptacles. 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										

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Hours Job# SHDC130 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 2200 -Hoyt St 2 3 R606 Report On Duty In Full Uniform. Hoyt St 2 3 R606 2200 - 2330 *Major Duty Cleaning-S/B Mezzanines- see below 2 3 2330 - 0145 Hoyt St R606 *HDC Duties-S/B Platform 0145 - 0215 Hoyt St 2 3 R606 Lunch Hoyt St 2 3 R606 0215 - 0430 *HDC Duties-N/B Platform Hoyt St 2 3 R606 0430 - 0600 *Major Duty Cleaning-N/B Mezzanines- see below 2 3 R606 0600 -Report Off Duty Hoyt St *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 **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. "*Major Duty Cleaning- S/B Mezzanine- Daily Dust mop and remove gum from N/E & S/E mezzanines. Deck wash floors, bucket wash S/W landings. Deodorize area "*Major Duty Cleaning- N/B Mezzanine- Daily Dust mop and remove gum from N/E & S/E mezzanines. Deck wash floors, bucket wash S/W landings. Deodorize area

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2023 STAC Summer Pick

Job# Hours SHDC131 2300 - 0700 **Station South INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 2300 -Crown Hts Utica 3 4 R626 Report On Duty In Uniform. Av Crown Hts Utica 3 4 R626 2300 - 2400 *General Duties- see below Αv Sutter Av-Rutland R627 0010 - 0110 *General Duties- see below Rd 0110 - 0155 Sutter Av-Rutland R627 *Major Duties- see below Rd Sutter Av-Rutland R627 0155 - 0240 *Major Duties Floors- see below Rd Crown Hts Utica 0250 - 0320 3 4 R626 Lunch Αv Crown Hts Utica 3 4 R626 0320 - 0400 *General Duties- see below Αv Crown Hts Utica 0400 - 0430 3 4 R626 ***Public Toilet Duties- see below Αv Crown Hts Utica 3 4 R626 0430 - 0530 * Major Duties- see below Αv 3 4 Crown Hts Utica R626 0530 - 0600 ***Elevator Duties- see below Αv 3 4 0600 - 0700 Crown Hts Utica R626 *General Duties- see below AvReport off duty. Crown Hts Utica 3 4 R626 0700 -Av*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.

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Job#	Н	ours		RC#					
SHDC132 Station South	2200 - 0600			2200 - 0600		2200 - 0600 2766		2200 - 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 Performed from C009 control area until S/B 2/3 Platform	Atlantic Av-Barclays Ctr	DNR	C009	0030 - 0030					
*HDC Duties-Lower Mezzanine & Passageway Performed in lower mezzanine (Mixing Bowl) and the passageway to the B/Q line.	Atlantic Av-Barclays Ctr	DNR	C009	0030 - 0300					
Lunch	Atlantic Av-Barclays Ctr	DNR	C009	0300 - 0330					
*Major Duty Cleaning - Daily -see below	Atlantic Av-Barclays Ctr	DNR	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 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.	ng r n								
*Light General Duties									
station for unsanitary conditions and correct. Scrap all mezzanines, control areas, platforms, underpass, and passageways. Disinfect all urine areas, empty all trash receptacles.									
"*Major Duty Cleaning- Daily Performed on all stairway landings from the lower level mezzanine (Including S/Ws going to the IRT local and express, Large S/W leading toward D/N/R) and S/W landings in control area C009.	Duct								
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.	Oust								

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Hours Job# SHDC133 2200 - 0600 **Station South** 2766 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** C023 2200 -Bay Ridge Av Report On Duty In Full Uniform. C023 Bay Ridge Av R 2200 - 0030 *HDC Duties-S/B Platform Bay Ridge Av C023 0030 - 0300 *HDC Duties-N/B Platform R 0300 - 0330 Bay Ridge Av C023 R Lunch C023 Bay Ridge Av R 0330 - 0500 *HDC Duties-Mezzanine Bay Ridge Av R C023 0500 - 0600 *Major Duty Cleaning-Daily- see below Bay Ridge Av R C023 0600 -Report off duty *HDC Duties Complete pre-checklist. Prep work area: Scrap, Sweep, Dust mop and remove gum from floors. Prepare scrubber machine and machine clean. Wet mop all areas inaccessible to the scrubber machine including stairway landings Leading to Upper-Mezzanine. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while charging. ***If Mobile Wash is on the station pressure washing, the HDC Cleaner will be reassigned by a Station Supervisor and/or Mobile Wash Supervisor to perform other task including but not limited to removing excess water with scrubber machine. **General Duties- If Scrubber Machines are out of service Dust mop and remove gum from floors. Sweep and scrap platforms and mezzanine. Sweep and scrap stairways (SB Platform stairways leading to Upper platform). Mop entire platform and mezzanine floors. Mop all stairway landings leading to upper-mezzanine an street level. Deck brush and disinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Empty, disinfect and clean chrome tops on all trash receptacles. Disinfect all urine areas. Clean interior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and benches. Remove graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse housings. Clean and polish interior/exterior elevator cabs & surfaces/panels. Remove scruff marks/stains/footprints from tile walls. Perform all listed General duties and additional tasks. Deodorize the entire station upon arriving and departing each station you are assigned to clean during your tour of duty. *Major Duty Cleaning- Daily Dust mop and remove gum, deck wash floors, bucket wash all S/W landings. Deodorize area

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Job#	Hours			RC		
SHDC134 Station South		2200 - 0600		276		
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						

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Job#		He	ours		RC#
SHDC135	Station South	2300 - 0700			2769
INSTRUCTIO	NS .	STATION	LINE	BOOTH	HOURS
	Sunday-Saturday				
Report On Duty	In Uniform Duties- see below	Utica Av	A C	N120	2300 - 0100
	Cleaning (0010-0100)				
	Duties- see below	Kingston Throop	С	N119	0100 - 0245
	Cleaning (0140-0245)	Avs Kingston Throop	C	N119	0245 - 0315
Lunch		Avs			
Perform *Major (Cleaning (0315-0430)	Kingston Throop Avs	С	N119	0315 - 0430
	r Duties (0440-0510)	Utica Av	A C	N120	0440 - 0700
Report Off Duty.	Duties- see below	Utica Av	A C	N120	0700 -
*General Duties-	Nightly				
	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				
	validators. Wipe down all digital ad panels. Remove all pigeon droppings from all railings, stairways,				
	ide areas (3 ft.). Empty, disinfect and clean chrome tops on all trash receptacles. Dust mop and remove				
	Remove all stains, spills, and drag marks from platform and mezzanine floors. Mop all stairway landings.				
	lisinfect gutters, sanitary bases and platform ends. Spot clean ADA tactile as required. Disinfect all urine				
	rior of trash receptacle base and remove stains on floor at base of trash receptacle. Clean all ledges and				
benches. Remove	graffiti, stickers, and sticker/glue residue. Sanitize all touch points. Clean and disinfect refuse rooms/refuse	e			
	EFR and employee restrooms. Deodorize the entire station upon arriving and departing each station you are				
assigned to clean	during your tour of duty.				
	s - EL344, EL345, EL346. Clean and Polish [ELE#'s] Remove gum. Sweep, mop and disinfect elevator				
	n interior and exterior panel/ledges on all levels (street, mezzanine and platforms). Clean interior and				
	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 Clea	aning-				
UTICA AV					
	oom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical				
	vn Fire Extinguishers. Restock supplies				
	Bucket & Deck Wash [M1AB]. Clean adjacent tile walls. Remove all stickers.				
	Bucket & Deck Wash [M2AB]. Clean adjacent tile walls. Remove all stickers Bucket & Deck Wash [M4AB]. Clean adjacent tile walls. Remove all stickers.				
	Bucket & Deck Wash [M5]. Clean adjacent tile walls. Remove all stickers.				
	n- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.				
	om- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical				
	vn Fire Extinguishers. Restock supplies.				
ZINGSTON THE	DOOD AVE				
KINGSTON-THE	sing (SB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and				
	nove loose debris from refuse inserts and disinfect.				
	oom- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical				
	vn Fire Extinguishers. Restock supplies				
	Bucket & Deck Wash [P1AB]. Clean adjacent tile walls. Remove all stickers.				
	Bucket & Deck Wash [P2AB]. Clean adjacent tile walls. Remove all stickers				
Wed: Refuse Roo	om (NB Platform)- Deck wash walls and floor. Wipe down Fire Extinguisher. Discard all debris and empty				
	pose debris from refuse inserts and disinfect				
	Bucket & Deck Wash [P3AB]. Clean adjacent tile walls. Remove all stickers.				
	Bucket & Deck Wash [P4AB]. Clean adjacent tile walls. Remove all stickers.				
	n- Tidy and organize supply rooms. Remove empty boxes. Wipe down top of Fire Extinguishers.				
	om- Deck wash walls and floor. Clean and organize the room. Discard all debris and empty chemical				
bottles. Wipe dov	vn Fire Extinguishers. Restock supplies.				

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Job#	Ho	urs		RC#	
SHDC136 Station South	2200 - 0600			2766	
INSTRUCTIONS	STATION	LINE	ВООТН	HOURS	
Sunday-Saturday					
Report On Duty In Uniform.	Eastern Pkwy Brooklyn Museum	2 3	R621	2200 -	
*HDC Duties-S/B Platform	Eastern Pkwy Brooklyn Museum	2 3	R621	2200 - 0030	
*HDC Duties-N/B Platform	Eastern Pkwy Brooklyn Museum	2 3	R621	0030 - 0300	
Lunch	Eastern Pkwy Brooklyn Museum	2 3	R621	0300 - 0330	
*HDC Duties-Mezzanine	Eastern Pkwy Brooklyn Museum	2 3	R621	0330 - 0500	
*Major Duty Cleaning-Daily- see below	Eastern Pkwy Brooklyn Museum	2 3	R621	0500 - 0600	
Report Off Duty	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					

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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 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

housings.

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

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Sat: Refuse Housing-Wipe down exterior panel. Remove loose debris from housing floor. Bucket wash clean and disinfect

2023 STAC Summer Pick

Job# Hours **SHDC649** 2300 - 0700 **Station South** 2773 **INSTRUCTIONS STATION** LINE **BOOTH HOURS Sunday-Saturday** 36 Av N W R511 2300 -Report On Duty In Full Uniform. N W *Scrubber Machine Duties-see below 36 Av R511 2300 - 2330 Note- If machines are out of service, General Duties will be performed 36 Av N W R511 2330 - 0045 Scrubber Machine Clean [Mezzanine] - see below 36 Av N W R511 0045 - 0130 *Major Duty Cleaning- see below N W R511 0130 - 0300 36 Av **General Duties- see below N W R511 0300 - 0330 36 Av 0340 - 0410 39 Av N W R510 Scrubber Machine Clean [Mezzanine] - see below N W R510 0410 - 0450 39 Av *Major Duty Cleaning- see below 39 Av N W R510 0450 - 0550 **General Duties- see below *Inspect station for unsanitary conditions and correct. 36 Av N W R511 0600 - 0700 Re-scrap station. Remove all spills and stains on floors. 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 R511 & R510 mezzanine areas. Wet mop all areas inaccessible to the scrubber machine including stairway landings. Secure and clean machine after use. Complete post-checklist. **Put machine on charge. Tidy scrubber room. **Ensure distilled water is filled in scrubber machine battery cell if applicable and the "stop" button is not engaged while ***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.

housings

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Pick Effective Date: