

		Sea Coast Management Common	11/16/20									
		COMMON AREA	Location	M	T	W	TH	FRI	SAT	SUN		
		<b>Morning</b>										
	<b>SCM2</b>	Walk through parking Lot SCM2					0.25	0.25	0.25			
		Reboot East Elevator Interior		0.15	0.15		0.15	0.15	0.15	0.15		
		Sign review										
		Reboot West Elevator Interior		0.15	0.15		0.15	0.15	0.15	0.15		
		Sign review										
		Dumpster Area Clean Up					0.25					
	<b>SCM3</b>	Walk through parking Lot SCM3					0.30	0.25	0.25			
		Reboot East Elevator Interior		0.15	0.15		0.15	0.15	0.15	0.15		
		Sign review										
		Reboot West Elevator Interior		0.15	0.15		0.15	0.15	0.15	0.15		
		Sign review										
		Dumpster Area Clean Up					0.30					
		<b>End of Day</b>										
		Reboot all elevators		1.00	1.00			1.00	1.00			
		Umbrellas down										
		Report to office			0.15			0.15	0.15			
		Check clubhouse is locked										
		<b>Clubhouse</b>										
		Clean 4 Restrooms AM										
		8:00 AM										
		11:00 AM										
		2:00 PM										
		Empty Trash Cans										
		<b>Clean Grills</b>										
		Sweep & Spot Mop										
		Clean Sliders Inside & Out										
		Vacuum Walk Off Mats										
		Wash Windows										
		<b>RainX Windows</b>										
		Close Down Complex										
		<b>Kitchen Once a week</b>										
		Clean out window/tracks										
		Clean out Refrigerator								0.20		
		Clean out Microwave								0.15		
		<b>Office</b>										
		Empty Trash						0.15		0.15		
		Clean floor						0.15		0.15		
		Spring Clean								0.35		
		Restock bathrooms						0.15				
		<b>Pool Deck - Weekends/Holiday</b>										
		<b>Towels on railing. Rpt to office</b>										
		Straighten Chairs						0.30				
		Wipe Off Tables						0.30				
		Pick Up Any Trash						0.30		0.15		
		Empty Trash Cans						0.30		0.30		
		Bleach Mold										
		Check Umbrella										
		Sheila Shine Pool Railings										
		Gate Locks										
		Clean Chairs from mold										
		Caulk Pools										
		Sand Wood Deck & Seal										
		Rinse off Deck										
		Gatesrepair										
		Pressure Wash										
		<b>Light Testing - Mthly</b>										
		Exit Lights										
		Building Lights										
		Entrance Lights										
		Atrium Lights										
		Flag Light										
		<b>SCM2</b>										
		<b>Elevator Lobbies</b>										
		Empty Trash Cans					0.45		0.35	0.35		
		Wipe Horizontal Surfaces					0.45					
		Blow Floor - Spot Mop			0.15		0.15					
		Wipe Handrails					0.45					
		Vacuum Walk-Off Mats					0.35					
		Clean Both sides of Door Glass					1.00					
		Clean windows In/Out					1.00					

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COMMON AREA	Location	M	T	W	TH	FRI	SAT	SUN
<b>Elevator &amp; Interiors</b>								
	Wipe Down Interior Panels	1.00			0.30			1.00
	Sheila Shine	1.00			0.30			0.15
	Clean tracks hard wire brush							
	Mop floor & corners				0.30			
	Full sanitize				0.45			
<b>Walkways &amp; Stairwell</b>								
	Items in walkways? Picture report to office							
	Blow							
	Spot Mop							
	Wipe Handrails							
	Wash down	3.00	3.00					
	Pressure Wash	3.00	3.00					
<b>Laundry Rooms</b>								
	Sweep-Spot Mop				1.15		2.00	
	Empty Trash Cans				1.00	1.00		
	Wipe Horizontal Surfaces					2.00		
<b>Parking lots</b>								
	Garbage Pick up				0.30			
	Call Bulk?							
	Trash Chutes							
	Recycle Area cleaned							
	Recycle Bins pressure washed							
	Numbers stenciled							
	Lines striped							
	Test Building Lights							
	Tagging cars							
	Towing							
	<b>Pressure Wash Trash Receptacle</b>							
	Clean/Deodorize Trash Chute							1.30
	NO BLOWING SAND IN DRAINS!							
<b>SCM3</b>								
<b>Elevator Lobbies</b>								
	Empty Trash Cans				0.35		0.35	
	Wipe Horizontal Surfaces				0.45			
	Blow Floor - Spot Mop				0.45			
	Wipe Handrails							
	Vacuum Walk-Off Mats							
	Clean Both sides of Door Glass							
	Clean windows In/Out							
<b>Elevator &amp; Interiors</b>								
	Wipe Down Interior Panels				0.30			1.00
	Sheila Shine				0.30			0.15
	Clean tracks hard wire brush							
	Mop floor & corners				0.30			
	Full sanitize				0.45			
<b>Walkways &amp; Stairwell</b>								
	Items in walkways? Picture report to office							
	Blow							
	Spot Mop							
	Wipe Handrails							
	Wash down				1.00			
	Pressure Wash							
<b>Laundry Rooms</b>								
	Sweep-Spot Mop		5.00				2.00	
	Empty Trash Cans		1.00					
	Wipe Horizontal Surfaces					1.00		
<b>Parking lots</b>								
	Garbage Pick up					2.00		
	Call Bulk?				0.30			
	Trash Chutes							
	Recycle Area cleaned							
	Recycle Bins pressure washed							
	Numbers stenciled							
	Lines striped							
	Test Building Lights							

