

Sea Coast Management Common		11/23/20						
COMMON AREA		M	T	W	TH	FRI	SAT	SUN
<b>Morning</b>								
<b>SCM2</b>	Walk through parking Lot SCM2	0.30		0.30		0.30	0.30	
	Reboot East Elevator	0.15	0.15	0.15	T	0.15	0.15	0.15
	Interior				H			
	Sign review				A			
	Reboot West Elevator	0.15	0.15	0.15	N	0.15	0.15	0.15
	Interior				K			
	Sign review				S			
	Dumpster Area Clean Up	0.30	0.30		G			
<b>SCM3</b>	Walk through parking Lot SCM3	0.30		0.30	I	0.30	0.30	
	Reboot East Elevator	0.15	0.15	0.15	V	0.15	0.15	0.15
	Interior				I			
	Sign review				N			
	Reboot West Elevator	0.15	0.15	0.15	G	0.15	0.15	0.15
	Interior							
	Sign review							
	Dumpster Area Clean Up	0.40	0.30					
<b>End of Day</b>								
	Reboot all elevators	1.00		1.00		1.00	1.00	1.00
	Umbrellas down							
	Report to office	0.15	0.15				0.30	
	Check clubhouse is locked	0.15					0.15	
<b>Clubhouse</b>								
	Clean 4 Restrooms AM							
	8:00 AM							
	11:00 AM							
	2:00 PM							
	Empty Trash Cans							
	Clean Grills							
	Sweep & Spot Mop							
	Clean Sliders Inside & Out							
	Vacuum Walk Off Mats							
	Wash Windows							
	RainX Windows							
	Close Down Complex							
	<b>Kitchen Once a week</b>							
	Clean out window/tracks							
	Clean out Refrigerator							
	Clean out Microwave							
	<b>Office</b>							
	Empty Trash	0.15					0.15	
	Clean floor							0.30
	Spring Clean							0.30
	Restock bathrooms							
<b>Pool Deck - Weekends/Holiday</b>								
	Towels on railing. Rpt to office							
	Straighten Chairs	0.30				0.30		0.30
	Wipe Off Tables	0.30				0.30		
	Pick Up Any Trash	0.30				0.30	0.35	0.30
	Empty Trash Cans	0.30				0.30	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							
	Stairwell Lights		2.00					
<b>SCM2</b>								
	<b>Elevator Lobbies</b>							
	Empty Trash Cans	1.00	1.00				1.00	
	Wipe Horizontal Surfaces		1.00					
	Blow Floor - Spot Mop	0.30		1.00				0.30
	Wipe Handrails			1.00				1.00
	Vacuum Walk-Off Mats							
	Clean Both sides of Door Glass							

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COMMON AREA				M	T	W	TH	FRI	SAT	SUN
			Clean windows In/Out							
			<b>Elevator &amp; Interiors</b>							
			Wipe Down Interior Panels					1.00		
			Sheila Shine							
			Clean tracks hard wire brush							
			Mop floor & corners							
			Full sanitize		1.00			1.00		
			<b>Walkways &amp; Stairwell</b>							
			Items in walkways? Picture report to office							
			Blow							
			Spot Mop							
			Pick up trash		0.30					
			Wipe Handrails							
			Wash down							
			Pressure Wash							
			<b>Laundry Rooms</b>							
			Sweep-Spot Mop							1.00
			Empty Trash Cans						0.45	
			Wipe Horizontal Surfaces							
			<b>Parking lots</b>							
			Garbage Pick up	1.30						
			Call Bulk?							
			Trash Chutes							
			Recycle Area cleaned							
			Recycle Bins pressure washed							
			Numbers stenciled							
			Lines striped							
			Test Building Lights							
			Tagging cars					0.30		
			Towing							
			Pressure Wash Trash Receptacle							
			Clean/Deodorize Trash Chute							
			NO BLOWING SAND IN DRAINS!							
			<b>SCM3</b>							
			<b>Elevator Lobbies</b>							
			Empty Trash Cans	1.00	0.20				1.00	
			Wipe Horizontal Surfaces		1.00					
			Blow Floor - Spot Mop			0.50				0.30
			Wipe Handrails			1.00				
			Vacuum Walk-Off Mats							
			Clean Both sides of Door Glass							
			Clean windows In/Out							
			<b>Elevator &amp; Interiors</b>							
			Wipe Down Interior Panels					1.00		
			Sheila Shine							
			Clean tracks hard wire brush							
			Mop floor & corners							
			Full sanitize		1.00			1.00		
			<b>Walkways &amp; Stairwell</b>							
			Items in walkways? Picture report to office							
			Blow							
			Spot Mop		0.20					
			Pick up trash		0.30					
			Wipe Handrails							
			Wash down							
			Pressure Wash							
			<b>Laundry Rooms</b>							
			Sweep-Spot Mop		1.00					1.00
			Empty Trash Cans		1.00				0.40	
			Wipe Horizontal Surfaces		1.00					
			<b>Parking lots</b>							
			Garbage Pick up	1.30						
			Call Bulk?							
			Trash Chutes							
			Recycle Area cleaned							
			Recycle Bins pressure washed							
			Numbers stenciled							
			Lines striped							
			Test Building Lights							

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			COMMON AREA		M	T	W	TH	FRI	SAT	SUN
			Tagging cars								
			Towing								
			Pressure Wash Trash Receptacle								
			Clean/Deodorize Trash Chute								
			NO BLOWING SAND IN DRAINS!								
			<b>Breaks</b>								
			Chris		0.30	0.30	0.30	OFF	0.30	OFF	OFF
			Derick		0.30	0.30	OFF	OFF	OFF	0.30	0.30
<b>Date:</b>	<b>Location:</b>	<b>Due by:</b>	<b>PROJECTS: AS ASSIGNED</b>	<b>Assigned to:</b>	<b>Progress:</b>						
11/11/20	SCM2 East		Elevator Phone - Test at cab and call Kings III after the elevator is fixed								
11/18/20	SCM3 Parking lot	11/24/2020	Debris from Seacoast in SCM3 parking lot. Sweep and dispose.	Derick							
10/20/20	SCM2	After construction	SCM2 Ocean - Plants after const done	Chris	HOLD						
10/22/20	Deck	12/15/2020	Replace boards on deck	Hali/Chris/Derick/Buddy	Chris getting screws 11/23/2020	4.00		2.00			
10/22/20	SCM2	12/4/2020	Sand in trench by B2 7&8 stack	Chris/Derick							
10/31/20	SCM2	12/1/2020	Mulch needs to be replaced over irrigation. This has been this way for months. Potential tripping hazard. Just outside SCG2 east side doors along walkway to pool & beach deck- Julie Clark	Chris							
09/30/20			Kayak Room	Chris/Derick	HOLD						
11/03/20	SCM2	12/10/2020	Floor Board in laundry room 2nd fl st SCM2								
11/13/20	SCM2	After construction	in front of 201 needs cleaned up from construction	Chris							
11/17/20	Courtyard	12/4/2020	Courtyard walkways need bleached and pressure washed	Chris/Derick							
11/17/20	2&3	12/2/2020	Shopping carts/luggage carts need cleaned	Chris							
11/17/20	SCM2	11/30/2020	5th fl oceanside light needs cleaned	Derick							
11/17/20	2&3	12/1/2020	Cart station needs swept and mopped	Chris							
11/17/20	2&3	12/1/2020	Fill sanitizer stations	Chris							
11/17/20	SCM3	12/2/2020	Bugs in lights in stairwells st	Derick							
11/17/20	SCM3	12/2/2020	Middle stairwell emrgancy lights and lights need mildew cleaned	Derick							
11/17/20	SCM3	12/4/2020	Ocean stairwell needs mildew bleached	Derick							
11/17/20	Pool Deck	11/25/2020	Broken pool gate	Chris/Derick							
11/23/20			Pick up screws	Chris		0.30					
11/23/20	SCM3		Reboot E Elevator/wont come down	Chris	not responding/Hali called Skyline	0.30					
11/23/20	SCM2		Open 2.201 for shoring	Chris		0.15					
11/23/20	2&3		Change building light timers	Chris							
11/23/20	Clubhouse		Clean up after coffee spill	Derick		0.30					
11/23/20	SCM3		E Elevator entrapment/reboot to get person out	Derick		0.15					
11/23/20	SCM3		3.410 owner request	Derick/Hali		0.35					
10/22/20	Clubhouse	11/25/2020	Edging for rocks around clubhouse/put down rocks. Order More rocks	Hali-need 2nd order	Picked up 11/23/2020		0.30				
11/23/20	SCM2		Reboot W Elevator/wont come down/put up out if Order signs	Derick/Hali	skyline requested for servicing		0.30				
11/24/20	SCM3		Secure banging patio furniture 516	Derick/Hali			0.30				
11/24/20	Clubhouse		Unload river rocks	Derick/Chris			0.35				
11/24/20	SCM2	E	Sweep bike area	Chris			0.30				
11/24/20	Deck		Get more screws from Coronado	Chris	out of stock		0.30				
11/24/20	Deck		Build enclosure for shower valves	Chris			0.40				
11/24/20	Maint		Clean & organize maint rooms	Chris			0.40				
11/28/20	SCM3		Hang 40 laundry sign	Derick						1.00	
11/29/20	SCM2		Hang 40 laundry sign	Derick							1.00
			<b>Total:</b>			16.00	16.00	8.00	0.00	8.00	8.00