

Sea Coast Management		11/09/20									
COMMON AREA		M	T	W	TH	FRI	SAT	SUN			
	NO BLOWING SAND IN DRAINS!	1.00									
Elevator Lobbies											
	Clean windows In/Out	1.00									
	Empty Trash	0.20									
	Blow/Spot Mop									1.00	
	Sanitizer full										
Elevator & Interiors											
	Sheila Shine										
	Clean tracks hard wire brush										
	Mop floor & corners										
Walkways & Stairwell											
	Items in walkways? Picture report to office										
	Blow										
	Spot Mop									1.00	
	Wipe Handrails										
	Wash down										
	Pressure Wash										
Light Testing - Mthly											
	Exit Lights										
	Building Lights										
	Entrance Lights										
	Atrium Lights										
	Flag Light										
Laundry Room:											
	Clean										
	Empty Garbage Cans										
	Empty Lint										
	Blow out lint from coin box with air compressor										
	Houdini Lock on machine locks										
	Test Washer Dryer					2.05					
	Make sure water is on!										
	Report Washer Dryer										
	Make sure all signs are in rm										
End of Day											
	Reboot all elevators	1.00	1.00	1.00	1.00			1.00	1.00		
	Umbrellas down										
	Restroom restock										
	Time Sheet Updates										
	Report to office	0.20							0.15		
	Check clubhouse is locked										
SCM2											
All Floors/Lobby/Walkways											
	Empty Trash Cans		0.45					0.45	0.45		
	Wipe Horizontal Surfaces		1.00								
	Blow Floor - Spot Mop										
	Wipe Handrails										
	Clean Interior Windows		1.00								
	Blow Stairwells-Spot Mop										
	Vacuum Walk-Off Mats										
	Clean Both sides of Door Glass										
Laundry Rooms											
	Sweep-Spot Mop		1.00								
	Empty Trash Cans		1.00								
	Wipe Horizontal Surfaces		1.00								
SCM3											
All Floors/Lobby/Walkways											
	Empty Trash Cans		0.45					0.45	0.45		
	Wipe Horizontal Surfaces		1.00								
	Blow Floor - Spot Mop										
	Wipe Handrails										
	Clean Interior Windows		1.00								

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		COMMON AREA										
		Blow Stairwells-Spot Mop										
		Vacuum Walk-Off Mats										
		Clean Both sides of Door Glass										
		Laundry Rooms										
		Sweep-Spot Mop			1.00			1.00				
		Empty Trash Cans			1.00			1.00				
		Wipe Horizontal Surfaces			1.00			1.00				
		Elevators										
		Wipe Down Interior Panels										
		Polish Stainless Steel										
		Sheila Shine							4.00			
		Breaks										
		Chris		0.30	0.30	0.30	0.30	0.30	0.30	OFF	OFF	
		Derick		0.30	0.30	OFF	OFF	0.30	0.30	0.30		
Date:	Location:	PROJECTS: AS ASSIGNED	Assigned to:	Progress:								
01/11/00	SCM2 East	Elevator Phone - Test at cab and call Kings III after the elevator is fixed										
10/20/20	SCM2	SCM2 Ocean - Plants after const done	Chris	HOLD								
10/22/20	Deck	Replace boards on deck	Hali/Chris/Derick/Buddy	Date of Shipment 11/13, should be in this time next week								
10/22/20	Clubhouse	Edging for rocks around clubhouse/put down rocks. Order More rocks	Hali-need 2nd order	ordered 11/17/2020								
10/22/20	SCM2	Sand in trench by B2 7&8 stack	Chris/Derick								x	
10/22/20	2&3	Test emergency lights/remove & REPLACE ones that don't work	Chris/Derick	need 13 more/old ones in box do not work	1.00							
10/31/20	SCM2	2.212-Foliage outside our bedroom window is scraping and hitting window. Needs to be trimmed away from building-Julie Clark	Skiorski									
10/31/20		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									
10/31/20	SCM3	Noticed on 10/24 that the shower head on SCG3 rinse off is also leaking and won't completely turn off.-Julie Clark	Howell Plumbing	11/13/2020	DONE							
10/31/20	SCM2	Palm trees SCG 2 parking lot need to be trimmed-Julie Clark		Getting Bids								
10/31/20	SCM2	SCG 2 Beach steps rinse off hose is still inoperable. We reported the water pipe leak on 9/27.-Julie Clark	Howell Plumbing	Emailed owner on 11/12/2020	DONE							
09/30/20		Kayak Room	Chris/Derick	HOLD								
11/02/20	SCM2	2.310 Screen Door Blown off. Take off.	Chris	DONE	0.45							
11/03/20	SCM3	SCM3 5th floor West stairwell broken light	Chris	DONE	0.30							
11/03/20	SCM3	SCM3 5th Floor Elevator Lobby window crack	Vendor - Gulfstream									
11/03/20	SCM3	Garbage chute handle lose	Derick	DONE								0.35
11/03/20	SCM3	Roof lobby Light blub replace	Chris	Fixture rustede & corroded/needs extreme cleaned								
11/03/20	DECK	Bleach beach chairs to see if removes sunscreen	Chris	DONE	3.00							

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11/13/20	SCM2	Bugs in stairwell middle lights need cleaning out	Chris								
11/13/20	SCM2	emergency lights in 2nd fl stairwell oceanside not responding	Derick								
11/13/20	SCM2	Bugs in stairwell oceanside lights need cleaning out	Chris								
11/13/20	SCM2	in front of 201 needs cleaned up from construction	Chris								
11/13/20	2&3	Put up new flag	Derick					1.00			
11/13/20	SCM2	Evaluate building and determine what needs to be added to maintenance list	Chris					2.00			
11/14/20	SCM3	The tall utility light in the SCGIII parking lot closest to the street has a failing bulb on the north side-Randy									
11/14/20	SCM3	The sconce light to the left of the door to unit 3-115 is burned out-Randy	Derick						0.15		
11/14/20	2&3	official document box	Derick						1.00		
11/14/20	2&3	Check all walkways & stairwells to make sure no "mischief" happened Friday night	Derick						1.00		
11/15/20		Put tables and chairs back on ocean deck								0.35	
Total:				16.00	16.00	8.00	8.00	14.00	8.00	8.00	
11/13/2020- Chris off at 2:00 pm											