

Sea Coast Management Common		12/07/20						
COMMON AREA		M	T	W	TH	FRI	SAT	SUN
	Clean Both sides of Door Glass			0.30				
	Clean windows In/Out			0.30				
	Elevator & Interiors							
	Wipe Down Interior Panels		0.50	0.20				
	Sheila Shine		1.00					
	Clean tracks hard wire brush		1.00					
	Mop floor & corners							
	Full sanitize		1.00		1.00	1.00		
	Walkways & Stairwell							
	Items in walkways? Picture report to office							
	Blow							
	Spot Mop							1.00
	Pick up trash					0.35		
	Wipe Handrails							
	Wash down							
	Pressure Wash							
	Laundry Rooms							
	Sweep-Spot Mop		1.00					
	Empty Trash Cans		1.00					
	Wipe Horizontal Surfaces		1.00					
	Parking lots							
	Garbage Pick up			0.30	0.30			
	Call Bulk?							
	Trash Chutes			0.30				
	Recycle Area cleaned							
	Recycle Bins pressure washed							
	Numbers stenciled							
	Lines striped							
	Test Building Lights							
	Tagging cars							
	Towing							
	Pressure Wash Trash Receptacle							
	Clean/Deodorize Trash Chute							
	NO BLOWING SAND IN DRAINS!							
	SCM3							
	Elevator Lobbies							
	Empty Trash Cans			0.30		0.40		0.35
	Wipe Horizontal Surfaces			0.30				0.30
	Blow Floor - Spot Mop				1.00	1.00		
	Wipe Handrails							
	Vacuum Walk-Off Mats							
	Clean Both sides of Door Glass			0.30				
	Clean windows In/Out			0.30				
	Elevator & Interiors							
	Wipe Down Interior Panels		0.50	0.20				
	Sheila Shine		1.00					
	Clean tracks hard wire brush		1.00					
	Mop floor & corners							
	Full sanitize		1.00		1.00	1.00		
	Walkways & Stairwell							
	Items in walkways? Picture report to office							
	Blow							
	Spot Mop					1.00		1.00
	Pick up trash					0.25		
	Wipe Handrails							
	Wash down			1.00				
	Pressure Wash							
	Laundry Rooms							
	Sweep-Spot Mop		1.00		0.30			
	Empty Trash Cans		1.00		0.30			
	Wipe Horizontal Surfaces		1.00		0.30			
	Parking lots							
	Garbage Pick up			0.30	0.30			
	Call Bulk?							
	Trash Chutes							
	Recycle Area cleaned							
	Recycle Bins pressure washed							
	Numbers stenciled							
	Lines striped							
	Test Building Lights							
	Tagging cars							
	Towing							
	Pressure Wash Trash Receptacle							
	Clean/Deodorize Trash Chute							
	NO BLOWING SAND IN DRAINS!							
	Breaks							
	Chris	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

			Sea Coast Management Common				12/07/20						
			COMMON AREA			M	T	W	TH	FRI	SAT	SUN	
Date:	Location:	Due by:	PROJECTS: AS ASSIGNED	Assigned to:	Progress:								
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	IN PROGRESS	12.55				6.00	1.00		
09/30/20			Kayak Room	Chris/Derick	HOLD								
12/11/20	SCM2		Pressure wash carts	Chris									
12/11/20	SCM2		Re-number all small mailboxes	Derick									
12/11/20	SCM2		Clean out fire extinguisher box	Chris									
12/11/20	SCM2		Wipe house lights in walkways	Chris									
12/11/20	SCM2		Clean on top of dumpster area from Gulfstream	Chris									
12/11/20	SCM2		Laundry room door needs fixed	Chris	where?								
12/11/20	SCM2		Cleaning storage door needs painted 2nd floor	Chris									
12/11/20	SCM2		Replace fire extinguisher box between 209/210	Chris									
12/11/20	SCM2		Pressure wash 1st floor walkways	Chris									
12/11/20	SCM3		Remove broken chair on 5th floor middle deck	Derick									
12/11/20	SCM3		In front of 401 needs to be cleaned	Derick									
12/11/20	SCM3		trash chute door needs readjusted 3rd fl south	Derick									
12/11/20	SCM3		sand and repaint elevator room door	Derick									
12/11/20	Courtyard		Atrium lights fixed	Chris									
12/11/20	SCM2&3		Wash out trash cans	Chris/Derick									
12/10/20	2&3		Change batteries in 11 emergency lights	Chris				1.45					
12/10/20	SCM3		2nd FL Emergency Light Ocean side needs replaced	Chris					0.40				
12/03/20	SCM2		Roof A/C Stack 16 not numbered properly. Test stack 16,17 and make sure they are re-numbered-TEST THEM	Chris/Derick	started 12/4-began to rain		1.20						
12/07/20	SCM3		3.212 Storm Door	Chris	Couldn't fix/Locksmith coming out	0.40							
12/10/20	SCM3		Dig out around broken sprinkler	Chris				0.35					
11/17/20	Courtyard	12/13/2020	Courtyard walkways need bleached and pressure washed	Chris/Derick			0.40						
10/22/20	SCM2	12/15/2020	Sand in trench by B2 7&8 stack	Chris/Derick		0.30	0.35						
11/11/20	SCM2 East		Elevator Phone - Test at cab and call Kings III after the elevator is fixed		coming out 12/10/2020					0.15			
11/17/20	SCM3	12/14/2020	Ocean stairwell needs mildew bleached	Derick							1.00		
			Total:			16.00	16.00	8.00	8.00	16.00	8.00	8.00	