

Sea Coast Management Common		11/30/20						
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	0.15		0.15	0.15
	Interior							
	Sign review							
	Reboot West Elevator	0.15	0.15	0.15	0.15		0.15	0.15
	Interior							
	Sign review							
	Dumpster Area Clean Up	0.30	0.30		0.30			
<b>SCM3</b>	Walk through parking Lot SCM3	0.30	0.30		0.30			0.30
	Reboot East Elevator	0.15	0.15	0.15	0.15		0.15	0.15
	Interior							
	Sign review							
	Reboot West Elevator	0.15	0.15	0.15	0.15		0.15	0.15
	Interior							
	Sign review							
	Dumpster Area Clean Up	0.30	0.30		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	
	Check clubhouse is locked							
<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							0.15
	Clean out Microwave							0.15
	<b>Office</b>							
	Empty Trash	0.15					0.15	
	Clean floor						0.15	
	Spring Clean	0.20		0.25			0.25	
	Restock bathrooms							
<b>Pool Deck - Weekends/Holiday</b>								
	Towels on railing. Rpt to office							
	Straighten Chairs			0.20			0.20	0.20
	Wipe Off Tables			0.30			0.30	0.20
	Pick Up Any Trash			0.30			0.30	0.20
	Empty Trash Cans			0.30			0.30	0.20
	Bleach Mold							
	Check Umbrella							
	Sheila Shine Pool Railings							
	Gate Locks							
	Clean Chairs from mold							
	Caulk Pools							
	Sand Wood Deck & Seal							
	Rinse off Deck			0.40				
	Gatesrepair							
	Pressure Wash							
<b>Light Testing - Mthly</b>								
	Exit Lights							
	Building Lights							
	Entrance Lights							
	Atrium Lights							
	Flag Light							
	Stairwell Lights							
<b>SCM2</b>								
<b>Elevator Lobbies</b>								
	Empty Trash Cans			0.45		0.45	1.00	0.45
	Wipe Horizontal Surfaces			1.00		1.00	1.00	
	Blow Floor - Spot Mop		1.00	1.00				0.30
	Wipe Handrails						1.00	
	Vacuum Walk-Off Mats							
	Clean Both sides of Door Glass			1.00				1.00



			Sea Coast Management Common		11/30/20						
			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!								
			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
<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			coming out 12/10/2020					
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					
10/22/20	SCM2	12/4/2020	Sand in trench by B2 7&8 stack		Chris/Derick			0.35		0.30	
09/30/20			Kayak Room		Chris/Derick	HOLD					
11/17/20	Courtyard	12/4/2020	Courtyard walkways need bleached and pressure washed		Chris/Derick						
11/17/20	SCM3	12/4/2020	Ocean stairwell needs mildew bleached		Derick						
12/03/20	SCM2		Roof A/C Stack 16 not numbered properly. Test stack 15,16,17 and make sure they are re-numbered-TEST THEM		Chris/Derick				0.40		
11/30/20	Clubhouse		dispose of dead rodent		Chris	0.30					
11/30/20	SCM3		Clean and organize manager storage rooms		Chris	1.50					
11/30/20	SCM3		Organize light bulb room		Chris	0.35					
11/30/20	SCM2		Organize cleaning room		Chris	0.30					
11/30/20	SCM2		cleaned up electric rooms		Chris	1.00					
11/30/20	SCM3		cleaned up electric rooms		Derick	1.00					
11/30/20	SCM3		clean and organize paint room		Derick	0.40					
11/30/20	SCM3		cleaned light fixtures for street		Derick	1.50					
11/17/20	SCM3	12/2/2020	Middle stairwell emrgancy lights and lights need mildew cleaned		Derick	1.20					
11/17/20	SCM3	12/2/2020	Bugs in lights in stairwells st		Derick	0.30					
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		1.00				
12/01/20	SCM2		# AC units on the 16 and 17 stack correctly		Derick		1.00				
11/18/20	SCM3 Parking lot	11/24/2020	Debris from Seacoast in SCM3 parking lot. Sweep and dispose.		Chris		0.40				
11/17/20	2&3	12/1/2020	Cart station needs swept and mopped		Chris		1.00				
11/17/20	2&3	12/1/2020	Fill sanitizer stations		Chris		0.45				
11/17/20	SCM2	11/30/2020	5th fl oceanside light needs cleaned		Derick		0.30				
12/01/20	SCM3		clean ocean stairwell light covers		Derick		1.00				
11/17/20	Pool Deck	11/25/2020	Broken pool gate		Chris/Derick			0.40			
12/03/20	SCM2		Fix emrgancy light 3rd fl ocean		Chris			0.40			
12/03/20	SCM2		Fix exit sign 3rd fl ocean		Chris			0.40			
12/03/20	SCM2		Clean light fixtures in stairwells		Chris			2.00			
11/17/20	2&3	12/2/2020	Shopping carts/luggage carts need cleaned		Chris			1.00			
11/13/20	SCM2	After construction	in front of 201 needs cleaned up from construction		Chris			1.00			
11/03/20	SCM2	12/10/2020	Floor Board in laundry room 2nd fl st SCM2		Chris			0.45			
12/03/20	SCM2		Clean up roof from rust and dirt		Derick				5.40		
12/03/20	SCM3		Clean up roof from rust and dirt		Chris				4.00		
12/04/20	Deck		dispose of dead bird		Chris				0.25		
12/04/20	Clubhouse		Take black dumpster out/pick up trash in prep for construction		Chris				0.40		
12/04/20	SCM2		Fix exit sign 5th fl ocean		Chris				0.45		
12/04/20	Clubhouse		Take down GOC Ring Door Bell		Derick				0.30		
12/06/20	SCM2		Trim limbs from 2.212 bedroom window		Derick					0.40	
12/06/20	SCM2		Elevator entrapment/had to pry open doors to get guest belongings out							0.40	
			<b>Total:</b>			16.00	16.00	8.00	8.00	16.00	8.00