

		Sea Coast Management Common								01/11/21		
		COMMON AREA	M	T	W	TH	FRI	SAT	SUN			
		Morning										
	SCM2	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			
		Interior										
		Sign review										
		Dumpster Area Clean Up	0.30		0.30		0.30					
	SCM3	Walk through parking Lot SCM3					0.30		0.30			
		Reboot East Elevator	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					
		End of Day										
		Reboot all elevators		1.00	1.00		1.00	1.00	1.00			
		Umbrellas down										
		Report to office	0.15	0.10			0.15	0.20				
		Check clubhouse is locked						0.10				
		Clubhouse										
		kitchen bathrooms	0.30						0.30			
		restock kitchen bathrooms	0.30						0.30			
		office bathrooms										
		restock office bathrooms										
		Empty Trash Cans	0.30						0.30			
		Clean Grills										
		Sweep & Spot Mop					1.00					
		Clean Sliders Inside & Out					1.00					
		Vacuum Walk Off Mats										
		Wash Windows					0.35					
		RainX Windows										
		Close Down Complex										
		Kitchen Once a week										
		Clean out window/tracks										
		Clean out Refrigerator										
		Clean out Microwave										
		Office										
		Empty Trash	0.15		0.15		0.15		0.15			
		Clean floor			0.15		0.15		0.15			
		Spring Clean										
		Restock bathrooms										
		Pool Deck - Weekends/Holiday										
		Towels on railing. Rpt to office										
		Straighten Chairs	0.30		0.30		0.30		0.30			
		Wipe Off Tables	0.30		0.30		0.30		0.30			
		Pick Up Any Trash	0.30		0.30		0.30		0.30			
		Empty Trash Cans	0.30		0.30		0.30		0.30			
		Bleach Mold	0.45									
		Check Umbrella										
		Sheila Shine Pool Railings										
		Gate Locks										
		Clean Chairs from mold										
		Caulk Pools										
		Sand Wood Deck & Seal										
		Rinse off Deck	1.00									
		Gatesrepair										
		Pressure Wash										
		Light Testing - Mthly										
		Exit Lights		0.30								
		Building Lights		0.30								
		Entrance Lights		0.30								
		Atrium Lights		0.30								
		Flag Light		0.30								
		Stairwell Lights		0.30								
		Emergency Lights		0.30								

Sea Coast Management Common				01/11/21						
COMMON AREA				M	T	W	TH	FRI	SAT	SUN
			Clean Both sides of Door Glass							
			Clean windows In/Out							
			Elevator & Interiors							
			Wipe Down Interior Panels							
			Sheila Shine					0.45		
			Clean tracks hard wire brush							
			Mop floor & corners							
			Full sanitize			1.00		2.00		
			Walkways & Stairwell							
			Items in walkways? Picture report to office							
			Blow							
			Spot Mop							
			Pick up trash							
			Wipe Handrails							
			Wash down							
			Pressure Wash							
			Laundry Rooms							
			Sweep-Spot Mop	0.30				0.30		
			Empty Trash Cans	0.30				0.30		
			Wipe Horizontal Surfaces	0.30		0.30		0.30		
			Parking lots							
			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							
			Pressure Wash Trash Receptacle							
			Clean/Deodorize Trash Chute							
			NO BLOWING SAND IN DRAINS!							
			SCM3							
			Elevator Lobbies							
			Empty Trash Cans		1.00			0.45		0.30
			Wipe Horizontal Surfaces			1.00		0.45		0.30
			Blow Floor - Spot Mop			0.30		0.45		0.30
			Wipe Handrails		1.00			0.45		0.30
			Vacuum Walk-Off Mats							
			Clean Both sides of Door Glass							
			Clean windows In/Out							
			Elevator & Interiors							
			Wipe Down Interior Panels						0.30	
			Sheila Shine		1.00			0.45	0.30	
			Clean tracks hard wire brush							
			Mop floor & corners						0.45	
			Full sanitize					2.00		
			Walkways & Stairwell							
			Items in walkways? Picture report to office							
			Blow							
			Spot Mop							
			Pick up trash						0.45	
			Wipe Handrails						1.00	0.45
			Wash down		1.00					1.30
			Pressure Wash							
			Laundry Rooms							
			Sweep-Spot Mop	0.30		0.30		0.30		0.30
			Empty Trash Cans	0.30		0.30		0.30		0.30
			Wipe Horizontal Surfaces	0.30				0.30		0.30
			Parking lots							
			Garbage Pick up					0.45		
			Call Bulk?					0.45		
			Trash Chutes						0.30	
			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!									
			Breaks									
			Chris	0.30	0.30	0.30	OFF	0.30	OFF	OFF		
			Derick	0.30	OFF	OFF	OFF	0.30	0.30	0.30		

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COMMON AREA						M	T	W	TH	FRI	SAT	SUN
Date:	Location:	Priority Level	PROJECTS: AS ASSIGNED	Assigned to:	Progress:							
10/20/20	SCM2	After construction	SCM2 Ocean - Plants after const done	Chris	HOLD							
09/30/20			Kayak Room	Chris/Derick	HOLD							
12/11/20	SCM2	1/11/2021	Re-number all small mailboxes	Chris	tried labels, they don't stick. Thinking of new plan							
12/11/20	SCM2	TBD	Laundry room door needs fixed	Chris	where?							
12/11/20	SCM2	1/12/2021	Replace fire extinguisher box between 209/210	Chris								
12/11/20	SCM3	1/18/2021	trash chute door needs readjusted 3rd fl south	Derick								
12/11/20	SCM3	1/20/2021	sand and repaint elevator room door	Derick								
01/02/21	SCM3	1/18/2021	Oceanside stairwells need pressure washed	Derick								
01/02/21	SCM3	1/18/2021	stairwell by 101-501 needs pressure washed all the way down	Derick								
01/02/21	SCM3	1/18/2021	2nd fl st owner storage door need repaired	Derick								
01/02/21	SCM3	1/18/2021	Re-paint both electrical room doors	Derick								
01/02/21	SCM2	1/30/2021	5th fl ocean laundry hanging rack needs sanded and painted	Chris								
01/08/21	SCM3	TBD	Bricks on end of side walk leading to beach deck just outside of unit 106 cracked and broken off.-Brian Harris									
01/08/21	Deck	TBD	Several months ago the BOD instructed management to get all matching black mats at the entrance to the beach. This is still not complete.-Jennifer Frankenstein	getting measurements	ordering week of 1/18/2021							
01/08/21	Clubhouse	TBD	Clubhouse is a mess. Chairs stored there where guests usually have their morning coffee. They have no fridge to use for their items that they have had the last many years, their closet where they store their items is in complete disarray and full of junk. Our AC handler in the closet has no air filter. Floors, tables, etc and filthy. Don't we clean these items?-Jennifer Frankenstein	Clubhouse still under partial construction/Kitchen area cleaned and open for rental use including kitchen bathrooms/renters given access to get supplies and store in kitchen where they please	Lee's A/C out 1/8/2021 to finish duct work in kitchen and office/vent covers on order							
01/02/21	SCM3	1/11/2021	5th fl laundry walls need bleached/clean behind washer and dryer	Derick		1.35						
01/08/21	Deck	TBD	Boards on beach front deck put down by unknown vendor are uneven and we have reports of people tripping on these. It is also a really bad look with splintered boards, new boards, wood puddy and what looks like multiple warped boards on the beach deck.- Jennifer Frankenstein	Boards done by Buddy Rippeon & maintenance staff/Board did not want to replace the entire deck								
01/09/21	SCM2		2nd fl ocean dryer not drying	Derick	taped vent back to the back of it/still works fine	0.3						
01/08/21	SCM3	TBD	New shower station on 3 side has no water supply-Brian Harris	Scheduleld w Howell Plumbing	fixed 1/11/2021							
01/08/21	SCM2	TBD	New shower station on 2 side dripping water from shower head-Brian Harris	Scheduleld w Howell Plumbing	fixed 1/11/2021							
01/11/21	Office		Paint all 3 filing cabinets			4.2						
01/02/21	SCM2	1/7/2021	In front of 405 needs moped	Chris		0.15						
01/02/21	SCM2	1/11/2021	Wipe down all emergancy and stairwell lights	Chris		2.00						
01/02/21	SCM2	1/15/2021	Bleach walkway from 514 all the way down/unknown drip spots	Chris			0.20					
01/02/21	SCM3	1/18/2021	Sheila Shine all trash chutes	Derick						2.00		
01/02/21	SCM3	1/11/2021	4th fl ocean stairwell light needs cleaned	Derick							0.25	
01/02/21	SCM3	1/11/2021	3rd fl street laundry needs bleached	Derick							1.00	
01/02/21	SCM3	1/11/2021	2nd fl laundry ocean windows need cleaned	Derick							0.35	
01/02/21	SCM2	1/25/2021	south end ocean stairwell needs pressure washed	Chris				1.35				
01/02/21	SCM3	1/11/2021	Sweep in front of 205	Derick		0.15						

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			01/11/21									
			COMMON AREA		M	T	W	TH	FRI	SAT	SUN	
01/02/21	SCM2	1/12/2021	5th fl ocean laundry-clean behind washer/dryer	Chris	0.40							
12/11/20	SCM2	1/18/2021	Pressure wash 1st floor walkways	Chris	2.00							
01/02/21	SCM3	1/18/2021	clean all laundry room vents	Derick							1.30	
01/16/21	Office		Painted key boxes	Derick						3.30		
Total:					19.00	8.30	8.30	0.00	19.00	10.30	10.30	