

Sea Coast Management Common		12/28/20						
COMMON AREA		M	T	W	TH	FRI	SAT	SUN
Morning								
SCM2	Walk through parking Lot SCM2		0.30					
	Reboot East Elevator	0.15	0.15	0.15	0.15	H	0.15	
	Interior					A		
	Sign review					P		
	Reboot West Elevator	0.15	0.15	0.15	0.15	P	0.15	
	Interior					Y		
	Sign review							
	Dumpster Area Clean Up					N		0.45
SCM3	Walk through parking Lot SCM3					E	0.30	
	Reboot East Elevator			0.15	0.15	W	0.15	
	Interior							
	Sign review					Y		
	Reboot West Elevator	0.15		0.15	0.15	E	0.15	
	Interior					A		
	Sign review					R		
	Dumpster Area Clean Up							0.45
End of Day								
	Reboot all elevators	0.45	1.00	1.00			0.15	
	Umbrellas down							
	Report to office	0.15	0.15		0.10		0.10	
	Check clubhouse is locked	0.15						
Clubhouse								
	Clean 4 Restrooms AM							
	8:00 AM							
	11:00 AM							
	2:00 PM							0.30
	Empty Trash Cans							0.30
	Clean Grills							
	Sweep & Spot Mop							
	Clean Sliders Inside & Out	0.40						0.45
	Vacuum Walk Off Mats							
	Wash Windows	0.40						
	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
	Clean floor			0.15				0.30
	Spring Clean							0.45
	Restock bathrooms							
Pool Deck - Weekends/Holiday								
	Towels on railing, Rpt to office							
	Straighten Chairs			0.30	0.30			
	Wipe Off Tables			0.30				
	Pick Up Any Trash			0.30	0.30			
	Empty Trash Cans			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							1.00
	Gatesrepair							
	Pressure Wash							
Light Testing - Mthly								
	Exit Lights							
	Building Lights							
	Entrance Lights							
	Atrium Lights							
	Flag Light							
	Stairwell Lights							
	Emergency Lights							
SCM2								
Elevator Lobbies								
	Empty Trash Cans		0.30		0.30			
	Wipe Horizontal Surfaces		0.30					
	Blow Floor - Spot Mop		0.30					
	Wipe Handrails		0.30					
	Vacuum Walk-Off Mats			0.30				

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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							
	Clean tracks hard wire brush							
	Mop floor & corners							0.30
	Full sanitize							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							
	Empty Trash Cans			1.00				
	Wipe Horizontal Surfaces							
	Parking lots							
	Garbage Pick up							
	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		0.30					0.45
	Wipe Horizontal Surfaces		0.30					0.45
	Blow Floor - Spot Mop		0.30					0.45
	Wipe Handrails		0.30					0.45
	Vacuum Walk-Off Mats			0.30				0.45
	Clean Both sides of Door Glass							0.45
	Clean windows In/Out							0.45
	Elevator & Interiors							
	Wipe Down Interior Panels							
	Sheila Shine							
	Clean tracks hard wire brush							
	Mop floor & corners							0.30
	Full sanitize							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							
	Empty Trash Cans			1.00				
	Wipe Horizontal Surfaces							
	Parking lots							
	Garbage Pick up							
	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	OFF	0.30	0.30	0.00	OFF	OFF	OFF
	Derick	0.30	OFF	OFF	OFF	OFF	0.30	0.30

Sea Coast Management Common						12/28/20						
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							
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 where?							
12/11/20	SCM2	TBD	Laundry room door needs fixed	Chris								
12/11/20	SCM2	1/6/2021	Replace fire extinguisher box between 209/210	Chris								
12/11/20	SCM2	1/18/2021	Pressure wash 1st floor walkways	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	1/11/2021	5th fl laundry walls need bleached/clean behind washer and dryer	Derick								
01/02/21	SCM3	1/11/2021	5th fl trash chute need sheila shined	Derick								
01/02/21	SCM3	1/18/2021	Oceanside stairwells need pressure washed	Derick								
01/02/21	SCM3	1/11/2021	4th middle trash chute-sheila shine	Derick								
01/02/21	SCM3	1/11/2021	4th fl ocean stairwell light needs cleaned	Derick								
01/02/21	SCM3	1/11/2021	3rd fl street laundry needs bleached	Derick								
01/02/21	SCM3	1/5/2021	3rd fl ocean in front of elevator and down the stairwell needs bleach-strange stain trail	Chris								
01/02/21	SCM3	1/11/2021	2nd fl laundry ocean windows need cleaned	Derick								
01/02/21	SCM3	1/11/2021	Sweep in front of 205	Derick								
01/02/21	SCM3	1/11/2021	Fire extinguisher box in front of 201 needs cleaned	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	SCM3	1/18/2021	clean all laundry room vents	Derick								
01/02/21	SCM3	1/18/2021	Sheila Shine all trash chutes	Derick								
01/02/21	Deck	1/7/2021	Cut wood shorter than 5ft for bulk pick up	Chris								
01/02/21	SCM2	1/10/2021	all fire extinguisher boxes need cleaned out	Chris								
01/02/21	SCM2	1/15/2021	Bleach walkway from 514 all the way down/unknown drip spots	Chris								
01/02/21	SCM2	1/8/2021	exit sign in front of 505 needs fixed	Chris								
01/02/21	SCM2	1/11/2021	5th fl ocean laundry-clean behind washer/dryer	Chris								
01/02/21	SCM2	1/30/2021	5th fl ocean laundry hanging rack needs sanded and painted	Chris								
01/02/21	SCM2	1/25/2021	south end ocean stairwell needs pressure washed	Chris								
01/02/21	SCM2	TBD	5th fl owner storage door needs to be replaced (North)	Chris								
01/02/21	SCM2	1/11/2021	Wipe down all emergency and stairwell lights	Chris								
01/02/21	SCM2	1/25/2021	4th fl ocean trash chute needs fixed	Chris								
01/02/21	SCM2	TBD	4th fl ocean owner storage door needs to be replaced	Chris								
01/02/21	SCM2	1/7/2021	In front of 405 needs moped	Chris								
01/02/21	SCM2	1/30/2021	4th fl ocean laundry room hanging rack needs replaced/fixd	Chris								
01/02/21	SCM2	1/20/2021	2nd fl ocean north trash chute needs new handle	Chris								
01/03/21	SCM2		Replace light bulbs around the building	Derick								0.40
01/03/21	Courtyard		Pick up dead leaves and foliage in courtyard and around clubhouse	Derick								0.45
12/28/20	Clubhouse		Clean kitchen and bathrooms from construd	Derick	4.00		1.00					
12/28/20	Clubhouse		Clean mildew off outside of the clubhouse	Derick	2.00							
12/28/20	SCM3		3.306 clean balcony and windows/put	Derick	1.00							
12/28/20			Rested SCM3 West elevator/put up Out of	Derik	0.30							
12/29/20	Pool Deck		Zip tie broken gate	Chris		0.15						
12/30/20	SCM2		Help 2.205 move christmas stuff back in	Chris			0.30					
12/30/20	SCM3		Move patio furniture back to 110 & 112	Chris			0.30					
12/11/20	SCM2	12/30/2020	Pressure wash carts	Chris		1.00						
12/11/20	SCM2	12/29/2020	Clean out fire extinguisher box	Chris		0.15						
12/11/20	SCM2	12/30/2020	Wipe house lights in walkways	Chris		1.00						
12/11/20	SCM3	12/31/2020	In front of 401 needs to be cleaned	Chris		0.30						
12/17/20	SCM2	12/31/2020	House light out across from laundry room ST	Chris		0.30						
12/17/20	SCM2	12/31/2020	House light out between 116 & 117	Chris		0.25						
12/31/20	2&3		Load cut palms into container	Chris				2.00				
01/02/20	Clubhouse	12/31/2020	Clean and organize common area of clubhouse	Derick							5.00	
Total:						10.00	8.00	8.00	4.00	0.00	10.00	10.00