



<b>Sea Coast Management Common</b>		<b>01/18/21</b>									
<b>COMMON AREA</b>		<b>M</b>	<b>T</b>	<b>W</b>	<b>TH</b>	<b>FRI</b>	<b>SAT</b>	<b>SUN</b>			
	Building Lights										
	Entrance Lights										
	Atrium Lights										
	Flag Light										
	Stairwell Lights										
	Emergency Lights										
	<b>SCM2</b>										
	<b>Elevator Lobbies</b>										
	Empty Trash Cans	0.30				0.30					
	Wipe Horizontal Surfaces	0.45						0.45			
	Blow Floor - Spot Mop	0.45						0.45			
	Wipe Handrails	0.45						0.45			
	Vacuum Walk-Off Mats	0.45						0.45			



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COMMON AREA		M	T	W	TH	FRI	SAT	SUN			
	Trash Chutes	0.45								0.45	
	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!										
	<b>Breaks</b>										
	Chris	0.30	OFF	0.30	0.30	OFF	OFF	OFF	OFF	OFF	
	Derick	0.30	0.00	OFF	OFF	0.30	0.30	0.30	0.30	0.30	

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Date:	Location:	PROJECTS: AS ASSIGNED	Assigned to:	Progress:							
10/20/20	SCM2	SCM2 Ocean - Plants after const done	Chris	HOLD							
09/30/20		Kayak Room	Chris/Derick	HOLD							
12/11/20	SCM2	Re-number all small mailboxes	Chris	tried labels, they don't stick. Thinking of new plan							
12/11/20	SCM2	Laundry room door needs fixed	Chris	where?							
12/11/20	SCM2	Replace fire extinguisher box between 209/210	Chris								
12/11/20	SCM3	trash chute door needs readjusted 3rd fl south	Derick								
12/11/20	SCM3	sand and repaint elevator room door	Derick								
01/02/21	SCM3	Oceanside stairwells need pressure washed	Derick								
01/02/21	SCM3	stairwell by 101-501 needs pressure washed all the way down	Derick								
01/02/21	SCM3	2nd fl st owner storage door need repaired	Derick								
01/02/21	SCM2	5th fl ocean laundry hanging rack needs sanded and painted	Chris								
01/08/21	SCM3	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	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	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	Vent covers in on 01/19/2021/office moving into clubhouse/const ruction work still being completed	2	7		3	3	3	
01/18/21	SCM3	Leak in 316			0.3						
01/18/21	Office	Move furniture			5		1	1			
01/18/21	Office	hang key boxes			0.4	0.3					
01/18/21	Office	clean old office in B3					6	4		2	
01/18/21	Office	change door knob to locking one with key			0.45						
01/19/21	Office	Paint key box inside							0.3	0.15	
01/20/21	SCM3	Clean 1st floor laundry sink -oceanside				0.3					
<b>Total:</b>					19.00	3.00	8.30	8.30	10.30	10.30	10.30