		Sea Coast Management Common Area									
					02/08/21						
		COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
		Morning									
	SCM2	Walk through parking Lot SCM2			0.30		0.30		0.30		
		Reboot East Elevator			0.15	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	0.15
		Interior									
		Sign review									
		Dumpster Area Clean Up				0.30			0.30		
	SCM3	Walk through parking Lot SCM3			0.30		0.30		0.30		
		Reboot East Elevator			0.15	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	0.15
		Interior									
		Sign review									
		Dumpster Area Clean Up				0.30			0.30		
		End of Day									
		Reboot all elevators			1.00	1.00	1.00	1.00	1.00	1.00	1.00
		Umbrellas down			0.15						
		Report to office			0.20						
		Check clubhouse is locked			0.15						
		Clubhouse									
		kitchen bathrooms			0.30	0.15			0.30		0.15
		restock kitchen bathrooms				0.15			0.15		
		office bathrooms				0.30			0.30		0.15
		restock office bathrooms				0.15					
		Empty Trash Cans				0.15			0.15		
		Clean Grills					2.00				
		Sweep & Spot Mop								1.00	
		Clean Sliders Inside & Out									
		Vacuum Walk Off Mats									
		Wash Windows									
		RainX Windows									
		Clean Kitchen									1.00
		Kitchen Once a week									
		Clean out window/tracks									
		Clean out Refrigerator									
		Clean out Microwave									
		Office									
		Empty Trash					0.15			0.20	
		Clean floor									
		Spring Clean									
		Pool Deck - Weekends/Holiday									
		Towels on railing. Rpt to office									
		Straighten Chairs						0.30			
		Wipe Off Tables						0.30			
		Pick Up Any Trash						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									
		Gatesrepair									
		Pressure Wash									
		Light Testing - Mthly									
		Exit Lights									
		Building Lights									
		Entrance Lights									
		Atrium Lights									

		Sea Coast Management Common Area									
		02/08/21									
		COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
		Flag Light									
		Stairwell Lights									
		Emergancy Lights									
		SCM2									
		Elevator Lobbies									
		Empty Trash Cans					0.30				
		Wipe Horizonal Surfaces					1.00		1.00		
		Blow Floor - Spot Mop									
		Wipe Handrails					0.55				
		Vacuum Walk-Off Mats									

		Sea Coast Management Common Area									
					02/08/21						
		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							1.00		
		Sheila Shine									
		Clean tracks hard wire brush									
		Mop floor & corners									
		Full sanatize				1.00					1.00
		Walkways & Stairwell									
		Items in walkways? Picture report to office									
		Blow									
		Spot Mop									
		Pick up trash								0.30	
		Wipe Handrails									
		Wash down									
		Pressure Wash									
		Laundry Rooms									
		Sweep-Spot Mop				0.40				1.00	
		Empty Trash Cans				0.30				0.20	
		Wipe Horizonal Surfaces				0.55				1.00	
		Parking lots									
		Garbage Pick up				0.45					
		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				0.30
		Wipe Horizonal Surfaces					1.00				
		Blow Floor - Spot Mop									
		Wipe Handrails					0.50				
		Vacuum Walk-Off Mats									
		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									
		Full sanatize				1.00				1.00	
		Walkways & Stairwell									
		Items in walkways? Picture report to office									
		Blow									
		Spot Mop			1.00						
		Pick up trash									
		Wipe Handrails			1.00					1.00	
		Wash down									
		Pressure Wash									
		Laundry Rooms									
		Sweep-Spot Mop			4.00					1.00	
		Empty Trash Cans								0.30	
		Wipe Horizonal Surfaces			4.00					1.00	
		Parking lots									
		Garbage Pick up				0.50					
		Call Bulk?									
		Trash Chutes				0.15					1.00
		Recycle Area cleaned									
		Recycle Bins pressure washed									

		Sea Coast Management Common Area									
		02/08/21									
		COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
		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	OFF	OFF	OFF	0.30	0.30	0.30

		Sea Coast Management Common Area									
				02/08/21							
		COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
Date:	**Location:**	**PROJECTS: AS ASSIGNED**	**Assigned to:**	**Progress:**							
10/20/20	SCM2	SCM2 Ocean - Plants after const done	Chris	HOLD							
09/30/20	2&3	Kayak Room	Chris/Derick	HOLD							
12/11/20	SCM2	Re-number all small mailboxes	Chris	HOLD							
12/11/20	SCM2	Laundry room door needs fixed	Chris	where?							
12/11/20	SCM2	Replace fire extinguisher box between 209/210	Chris								
02/08/21	SCM2	Clean off stairwell lights	Chris								
02/08/21	SCM2	Change 5th floor OF ownerstorage door knob	Chris								
02/08/21	SCM2	514 needs screens replaced	Chris								
02/08/21	SCM2	Trash chute in front of 401 needs parts	Chris								
02/08/21	SCM2	Fix 3rd fl laundry door to lock	Chris								
02/08/21	SCM2	Fix emergancy light 2nd fl OF	Chris								
02/08/21	SCM2	Paint Electrical room door OF	Chris								
02/08/21	SCM2	Replace door knob 4th floor OF manager storage	Chris								
02/08/21	2&3	Pressure wash all walkways	Chris					4.30			
02/08/21	SCM3	Street Stairwell needs washed down	Derick								
02/08/21	SCM3	Clean rust stains in front of 411	Derick								
02/08/21	SCM3	Wash out all trash cans	Derick								
02/11/21	Deck	Sand ocean deck hand rails	Derick								
02/11/21	01/03/00	Wash down garbage truck waste on parking lots	Chris					0.30			
02/11/20	SCM3	Shut down elevator until Skyline could get here	Chris					0.20			
02/08/21	SCM2	Clean behind washer and dryers	Chris						4		
02/08/21	SCM2	Clean in front of 512	Chris						0.30		
02/08/21	SCM2	Clean footprints in front of 309	Chris						0.30		
02/08/21	SCM2	Clean up sheetrock mess in front of 309	Chris						0.35		
02/08/21	2&3	Sheila Shine All elevators	Derick								3.50
02/08/21	SCM3	Change light in stair well street side 3/4 floor	Chris			0.15					
02/08/21	2&3	Sheila Shine all trash chutes	Derick						1.00		1.30
02/08/21	SCM3	Clean ALL house light covers	Derick		3.00						
02/08/21	SCM3	Clean ALL fire extinguisher covers	Derick		2.00						
02/11/21	SCM2	Remove West bike rack-broken	Chris						0.35		
02/11/21	SCM2	Paint parking lot numbers	Derick						6.00		
		Total:			19.00	8.30	8.30	8.30	19.00	10.30	10.30