

		Sea Coast Management Common Area	03/01/21									
		COMMON AREA	M	T	W	TH	FRI	SAT	SUN			
		Morning										
	SCM2	Walk through parking Lot SCM2	0.30					0.45	0.30			
		Interior										
		Sign review										
		Interior										
		Sign review										
		Dumpster Area Clean Up						0.30				
	SCM3	Walk through parking Lot SCM3	0.30					0.45	0.30			
		Interior										
		Sign review										
		Interior										
		Sign review										
		Dumpster Area Clean Up						0.30				
		End of Day										
		Umbrellas down	0.15			0.15	0.15	0.15				
		Report to office	0.15			0.15	0.20	0.15				
		Check clubhouse is locked	0.15			0.15	0.15	0.15				
		Clubhouse										
		kitchen bathrooms	0.30			0.30	0.20	0.15				
		restock kitchen bathrooms	0.15			0.15		0.15				
		office bathrooms	0.30			0.30	0.25	0.15				
		restock office bathrooms	0.15			0.15		0.15				
		Empty Trash Cans	0.20	0.30				0.20	0.15			
		Clean Grills						1.00				
		Sweep & Spot Mop					1.00	0.30				
		Clean Sliders Inside & Out										
		Vacuum Walk Off Mats	0.30						0.30			
		Wash Windows										
		RainX Windows										
		Clean Kitchen			0.45						0.45	
		Kitchen Once a week										
		Clean out window/tracks							0.30			
		Clean out Refrigerator								0.30		
		Clean out Microwave									0.25	
		Office										
		Empty Trash		0.15				0.15				
		Clean floor									0.20	
		Spring Clean									0.30	
		Pool Deck - Weekends/Holiday										
		Towels on railing. Rpt to office										
		Straighten Chairs	0.30	0.30	0.30	0.30	0.30	0.30	0.30			
		Wipe Off Tables	0.30	0.30				0.30	0.30			
		Pick Up Any Trash	0.40				0.30	0.30	0.30			
		Empty Trash Cans		0.35				0.30	0.30			
		Bleach Mold					1.00					
		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										
		Flag Light										
		Stairwell Lights										
		Emergency Lights										
		SCM2										
		Elevator Lobbies										
		Empty Trash Cans	0.45		0.30			0.30				
		Wipe Horizontal Surfaces	1.00		1.00	0.30	0.40					
		Blow Floor - Spot Mop	0.45		0.30		0.45					
		Wipe Handrails	0.45		0.30		0.10					
		Vacuum Walk-Off Mats				0.45						

			Sea Coast Management Common Area									
				03/01/21								
			COMMON AREA		M	T	W	TH	FRI	SAT	SUN	
			Pressure Wash Trash Receptacle									
			Clean/Deodorize Trash Chute									
			NO BLOWING SAND IN DRAINS!									
			Breaks									
			Chris		OFF	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												
03/01/21												
COMMON AREA												
Priority Level	Date:	Location:	PROJECTS: AS ASSIGNED	Assigned to:	Progress:	M	T	W	TH	FRI	SAT	SUN
After construction	10/20/20	SCM2	SCM2 Ocean - Plants after const done									
DOOR	02/08/21	SCM2	Change 5th floor OF ownerstorage door knob		TO SCHEDULE W/ LOCKSMITH FOR REKEYING							
DOOR	02/08/21	SCM2	Replace door knob 4th floor OF manager storage		TO SCHEDULE W/ LOCKSMITH FOR REKEYING							
DOOR	02/15/21	SCM2	5th fl OF owners storage door knob needs replaced		TO SCHEDULE W/ LOCKSMITH FOR REKEYING							
FIRE	02/15/21	SCM3	fire extinguisher cover between 209/210 cracked		ORDERED 3/5							
FIRE	12/11/20	SCM2	Replace fire extinguisher box between 209/210		ORDERED 3/5							
FIRE	03/01/21	SCM3	Replace fire extinguisher box/cover by 212		ORDERED 3/5							
HOLD	09/30/20	2&3	Kayak Room		HOLD							
HOLD	12/11/20	SCM2	Re-number all small mailboxes		HOLD							
LAUN	02/15/21	SCM2	5th fl ST laundry door frame needs fixed									
PAINT	02/08/21	SCM2	Paint Electrical room door OF									
PAINT	12/11/20	SCM3	sand and repaint elevator room door									
PAINT	01/06/21	2.407	A/C on roof not numbered correctly. Al Whitehurst reported									
PAINT	02/23/21	SCM23	Ocean Handrails Seal coat all	Derick								0.45
LAND	02/23/21	SCM3	Oceanfront - clean up rocks etc									
LAND	02/23/21	SCM2	Oceanfront - clean up rocks etc									
LAND	03/07/21	DECK	Dig hole around Flag pole									
LAND	02/23/21	SCM3	Ruts from lifts									
LAND		SCM3	SOD for front of building									
STAIR	02/08/21	SCM2	Pressure wash all walkways									
STAIR	02/08/21	SCM3	Street Stairwell needs washed down									
STAIR	02/15/21	SCM3	southend stairwell needs washed down									
TRSH	02/08/21	SCM2	Trash chute in front of 401 needs parts		HOLD							
TRSH	02/15/21	SCM3	4th floor OF south end trash chute handle		HOLD							
TRSH	02/15/21	SCM3	4th floor middle trash chute handle		HOLD							
TRSH	02/15/21	SCM3	2nd fl trash chute handle OF southend t		HOLD							
TRSH	02/15/21	SCM3	1st fl middle trash chute handle		HOLD							
TRSH	02/15/21	SCM3	1st fl OF trash chute handle		HOLD							
TRSH	02/15/21	SCM2	4th fl OF trash chute handle		HOLD							
TRSH	02/15/21	SCM2	2nd fl OF trash chute handle		HOLD							
SCREEN	02/08/21	SCM2	514 needs screens replaced									
SCREEN		3.204	Balcony Screens from Constructions									
PAVERS		3.106	Pavers to be fixed									
TRSH	03/03/21	SCM2	SOS clean & Sheila Shine trash chute-guest request	Derick				0.40				
TRSH	03/01/21	SCM3	Fix trash chute frame by 212	Derick	0.30							
LAND	03/02/21	2&3	Fill in holes on oceanfront	Chris			0.40					
FIRE	03/02/21	2&3	Check ALL fire extinguisher boxes	Chris			2.00					
TRSH	03/02/21	2&3	Sweep out dumpster enclosures	Chris			1.00					
TRSH	03/03/21	2&3	Consolidate trash to SCM3 for Bulk pick up	Chris			2.00	0.40				
PAINT	03/03/21	SCM2	Manager & Guest Spot	Chris			0.40					
LIGHT	03/04/21	SCM3	Fix light fixture	Chris					0.45			
ROOF	03/05/21	SCM2	Find AC that need repair on 12 Stack	Derick						0.35		
Total:						10.30	8.30	7.05	9.00	20.00	10.30	10.30