			Sea Coast Management Common Area									
					03/08/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Morning									
			Clean Grills					1.00	1.00	1.00	1.00	1.00
			Pool Deck - Everyday									
			Towels on railing. Rpt to office									
			Straighten Chairs			0.30		0.15	0.30	0.15	0.30	0.30
			Wipe Off Tables			0.30		0.30	0.30	0.30	0.30	0.30
			Pick Up Any Trash			0.30		0.15	0.20	0.15	0.30	0.30
			Empty Trash Cans			0.30		0.30	0.25	0.25	0.30	0.30
			Sheila Shine Pool Railings & SS							1.00		
			Gate Locks									
			Clean Chairs from mold									
			Bleach Mold							1.00		
			Rinse off Deck									
			Pressure Wash									
			Caulk Pools									
			Gatesrepair									
			Beach Deck -									
			Straighten Chairs					0.30	0.25	0.25	0.30	0.30
			Wipe Off Tables					0.30	0.30	0.25	0.30	0.30
			Pick Up Any Trash					0.30	0.30	0.30	0.30	0.30
			Empty Trash Cans					0.30	0.25	0.25	0.30	0.30
			Sand Wood Deck & Seal									
		SCM2	Walk through parking Lot SCM2			0.30				0.45		0.30
			Interior elevator									
			Sign review									
			Dumpster Area Clean Up									
		SCM3	Walk through parking Lot SCM3			0.30				0.45		0.30
			Interior elevator									
			Sign review									
			Dumpster Area Clean Up									
			End of Day									
			Umbrellas down						0.15	0.15	0.20	0.15
			Report to office			0.20			0.15	0.15	0.15	
			Check clubhouse is locked			0.15				0.15	0.15	0.15
			Clubhouse									
			kitchen bathrooms			0.30	0.15		0.30	0.15	0.30	0.30
			restock kitchen bathrooms			0.15			0.15		0.15	0.15
			office bathrooms			0.30	0.15		0.30	0.15	0.30	0.30
			restock office bathrooms			0.15			0.15		0.15	0.15
			Empty Trash Cans			0.20			0.20			0.30
			Sweep & Spot Mop				0.55			1.00		
			Clean Sliders Inside & Out									
			Vacuum Walk Off Mats									
			Wash Windows					1.00		1.00		
			RainX Windows									
			Kitchen Once a week									
			Clean Kitchen									0.30
			Clean out window/tracks									
			Clean out Refrigerator									0.30
			Clean out Microwave									0.30
			Office									
			Empty Trash			0.15				0.15		
			Clean floor									0.30
			Spring Clean									0.30
			Clean Window									
			Light Testing - Mthly									
			Exit Lights									
			Building Lights									
			Entrance Lights									
			Atrium Lights									
			Flag Light									
			Stairwell Lights									
			Emergancy Lights									
			SCM2									
			Elevator Lobbies									

			Sea Coast Management Common Area									
					03/08/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Empty Trash Cans			0.55				0.45		
			Wipe Horizonal Surfaces			1.00				0.45	0.45	
			Blow Floor - Spot Mop			0.55				0.45		
			Wipe Handrails			0.55				0.45		
			Vacuum Walk-Off Mats									

			Sea Coast Management Common Area									
					03/08/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Clean Both sides of Door Glass									
			Clean windows In/Out				0.45					
			Sanatize luggage carts				1.30					
			Elevator & Interiors									
			Wipe Down Interior Panels				0.55					
			Sheila Shine				0.55					
			Clean tracks hard wire brush									
			Mop floor & corners				0.55					
			Full sanatize			0.55		0.55				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	0.45	
			Wash down									
			Pressure Wash									
			Laundry Rooms							**FRI**		
			Sweep-Spot Mop							0.45		
			Empty Trash Cans			0.55				0.45		
			Wipe Horizonal Surfaces							0.45		
			Ducts cleaned out									
			Parking lots									
			Garbage Pick up			0.45	0.20					
			Trash Chutes - Clear									
			Trash Chutes - Deorderized									
			Pressure Wash Trash Receptacle									
			Recycle Area cleaned									
			Recycle Bins pressure washed									
			Numbers stenciled									
			Lines striped									
			Tagging cars									
			Towing								1.00	
			NO BLOWING SAND IN DRAINS!									
			Consolidate Bulk			0.45						
			SCM3									
			Elevator Lobbies									
			Empty Trash Cans			1.00				0.45		
			Wipe Horizonal Surfaces			1.00				0.45	0.45	
			Blow Floor - Spot Mop			1.00				0.45		
			Wipe Handrails			1.00				0.45		
			Vacuum Walk-Off Mats									
			Clean Both sides of Door Glass									
			Clean windows In/Out				0.45					
			Sanatize luggage carts				1.30				0.45	
			Elevator & Interiors									
			Wipe Down Interior Panels				0.55					
			Sheila Shine				0.55					
			Clean tracks hard wire brush									
			Mop floor & corners				0.55					
			Full sanatize			1.00		0.55				1.00
			Walkways & Stairwell									
			Items in walkways? Picture report to office									
			Blow									
			Spot Mop					0.45				
			Pick up trash									
			Wipe Handrails									1.00
			Wash down									
			Pressure Wash									
			Laundry Rooms									
			Sweep-Spot Mop							0.45		
			Empty Trash Cans							0.45		
			Wipe Horizonal Surfaces							0.45		
			Ducts cleaned out									
			Parking lots									
			Garbage Pick up			0.45		0.35				
			Consolidate Bulk			0.55						
			Trash Chutes									
			Recycle Area cleaned									
			Recycle Bins pressure washed									
			Numbers stenciled									
			Lines striped									
			Test Building Lights									
			Tagging cars								1.00	

			Sea Coast Management Common Area									
					03/08/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			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	0.00	OFF
			Derick			0.30	OFF	OFF	OFF	0.30	0.30	0.30

			Sea Coast Management Common Area									
					03/08/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
Priority Level	**Date:**	**Location:**	**PROJECTS: AS ASSIGNED**	**Assigned to:**	**Progress:**							
FIRE	01/02/21	SCM2	all fire extinguisher boxes need cleaned out									
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									
STAIR	02/08/21	SCM2	Pressure wash all walkways									
STAIR	02/08/21	SCM3	Street Stairwell needs washed down									
PAVERS		3.106	Pavers to be fixed									
PAVERS	03/15/21	01/02/00	Patio Pavers									
SCREEN	02/08/21	SCM2	514 needs screens replaced									
SCREEN		3.204	Balcony Screens from Constructions									
POOL	03/11/21		replace umbrellas (2)		3/12 ORDERED							
	02/23/21	SCM23	Ocean Deck Seal Coat new boards?									
DECK	03/10/21	DECK	Put out more loungers	Chris				0.35				
LIGHT	03/10/21	SCM2	Replace light bulbs	Chris				0.30				
ROOF	03/10/21	SCM3	Remove old roof door	Chris				0.35				
LIGHT	03/09/21	SCM2	Change light in ST stairwell	Chris			0.15					
LIGHT	03/08/21	2&3	Change light bulbs	Chris		0.20						
LOT	03/08/21	2&3	Pull weeds growing in cracks on the curves	Derick		1.25						
LOT	03/08/21	2&3	Sweep up deris	Derick		1.00						
PAINT	02/23/21	SCM23	Ocean Handrails Seal coat all	Derick		0.45						
LAND	02/23/21	SCM3	Ruts from lifts-spread grass seed					1.00				
LAND	03/07/21	DECK	Dig hole one ft around Flag pole	Derick		0.45						
FIRE	02/15/21	SCM3	fire extinguisher cover between 209/210 cracked-switch out box	Chris					0.35			
FIRE	12/11/20	SCM2	Replace fire extinguisher box between 209/210-switch out box	Chris					0.35			
FIRE	03/01/21	SCM3	Replace fire extinguisher box/cover by 212-switch out box	Chris					0.35			
FIRE	03/11/21	2&3	Switch out 4 other damaged/older fire extinguisher boxes for new ones	Chris					1.40			
STAIR	02/15/21	SCM3	southend stairwell needs washed down	Chris						2.00		
LAND	02/23/21	SCM3	Oceanfront - clean up rocks etc	Chris							1.00	
LAND	02/23/21	SCM2	Oceanfront - clean up rocks etc	Chris							1.00	
After construction	10/20/20	SCM2	SCM2 Ocean - Plants after const done	Chris							2.00	
POOL	03/13/21	2&3	Monitor Pool Deck	Derick							1.00	
			Total:			19.00	8.30	8.30	8.30	19.00	14.30	10.30