			Sea Coast Management Common Area								
					03/15/21						
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Morning									
			Clean Grills			1.00	1.00	1.00		1.00		
			Pool Deck - Everyday									
			Towels on railing. Rpt to office									
			Straighten Chairs			0.30	0.30	0.30	0.30	0.30	0.30	
			Wipe Off Tables			0.30	0.30	0.30	0.30	0.30		
			Pick Up Any Trash			0.30	0.30	0.30	0.45	0.45		
			Empty Trash Cans			0.30	0.30	0.30	0.30	0.35		
			Sheila Shine Pool Railings & SS			0.45						
			Gate Locks									
			Clean Chairs from mold									
			Bleach Mold							1.00		
			Rinse off Deck							0.45		
			Pressure Wash									
			Caulk Pools									
			Gatesrepair									
			Beach Deck -									
			Straighten Chairs			0.30	0.30	0.30	0.30	0.30	0.30	
			Wipe Off Tables			0.30	0.30	0.30	0.30	0.30		
			Pick Up Any Trash			0.30	0.30	0.30	0.45	0.45		
			Empty Trash Cans			0.30	0.30	0.30	0.30	0.30		
			Sand Wood Deck & Seal									
			Sheila Shine and SS Clean Showers									
		SCM2	Walk through parking Lot SCM2						0.35	0.40		
			Interior elevator									
			Sign review									
			Dumpster Area Clean Up			0.30				0.35		
		SCM3	Walk through parking Lot SCM3						0.35	0.40		
			Interior elevator									
			Sign review									
			Dumpster Area Clean Up					0.30		0.35		
			End of Day									
			Umbrellas down			0.20				0.15		
			Report to office			0.15	0.15			0.15		
			Check clubhouse is locked							0.15		
			Clubhouse									
			kitchen bathrooms			0.30	0.30	0.30	0.25	0.30	0.30	
			restock kitchen bathrooms			0.30			0.30		0.15	
			office bathrooms			0.30	0.30	0.30	0.30	0.30	0.30	
			restock office bathrooms			0.30			0.30		0.15	
			Empty Trash Cans			0.30	0.30	0.30	0.30	0.40	0.45	
			Sweep & Spot Mop			1.00		1.00			0.45	
			Clean Sliders Inside & Out									
			Vacuum Walk Off Mats							0.30		
			Wash Windows							0.45		
			RainX Windows									
			Kitchen Once a week									
			Clean Kitchen									1.00
			Clean out window/tracks									0.45
			Clean out Refrigerator									0.45
			Clean out Microwave									0.30
			Office									
			Empty Trash				0.15				0.15	
			Clean floor								0.35	
			Spring Clean								0.35	
			Clean Window									
			Light Testing - Mthly									
			Exit Lights									
			Building Lights									
			Entrance Lights									
			Atrium Lights									
			Flag Light									
			Stairwell Lights									
			Emergancy Lights									
			SCM2									

			Sea Coast Management Common Area									
					03/15/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Elevator Lobbies									
			Empty Trash Cans			0.55	0.30	0.30		0.55	0.30	0.30
			Wipe Horizonal Surfaces			1.00	0.30	0.30		1.00	0.30	0.30
			Blow Floor - Spot Mop			0.55	0.30	0.30		0.55	0.30	0.30
			Wipe Handrails			0.55	0.30	0.30		0.55	0.30	0.30
			Vacuum Walk-Off Mats									

			Sea Coast Management Common Area									
					03/15/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Clean Both sides of Door Glass									
			Clean windows In/Out									
			Sanatize luggage carts									
			Elevator & Interiors									
			Wipe Down Interior Panels				0.30			0.30	0.30	
			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			1.00						
			Spot Mop									
			Pick up trash							1.00	1.00	
			Wipe Handrails									
			Wash down									
			Pressure Wash									
			Laundry Rooms									
			Sweep-Spot Mop			1.00					1.00	1.00
			Empty Trash Cans								0.30	0.30
			Wipe Horizonal Surfaces								0.35	0.35
			Ducts cleaned out									0.45
			Parking lots									
			Garbage Pick up			0.35			1.00			
			Trash Chutes - Clear									
			Trash Chutes - Deorderized									
			Pressure Wash Trash Receptacle									
			Recycle Area cleaned									
			Recycle Bins pressure washed									
			Numbers stenciled									
			Lines striped									
			Tagging cars-**Summer**									
			Towing-**Summer**									
			NO BLOWING SAND IN DRAINS!									
			Consolidate Bulk									
			SCM3									
			Elevator Lobbies									
			Empty Trash Cans			1.00	0.30	0.30		0.55	0.30	0.30
			Wipe Horizonal Surfaces			1.00	0.30	0.30		1.00	0.30	0.30
			Blow Floor - Spot Mop			1.00	0.30	0.30		0.55	0.30	0.30
			Wipe Handrails			1.00	0.30	0.30		0.55	0.30	0.30
			Vacuum Walk-Off Mats									
			Clean Both sides of Door Glass									
			Clean windows In/Out									
			Sanatize luggage carts									
			Elevator & Interiors									
			Wipe Down Interior Panels				0.30					
			Sheila Shine									
			Clean tracks hard wire brush									
			Mop floor & corners			1.00						
			Full sanatize									
			Walkways & Stairwell									
			Items in walkways? Picture report to office									
			Blow									
			Spot Mop									
			Pick up trash						0.45			
			Wipe Handrails									
			Wash down									
			Pressure Wash									
			Laundry Rooms									
			Sweep-Spot Mop									1.00
			Empty Trash Cans									0.30
			Wipe Horizonal Surfaces									0.35
			Ducts cleaned out									0.45
			Parking lots									
			Garbage Pick up						1.00	0.45		
			Trash Chutes - Clear						0.30			
			Trash Chutes - Deorderized									
			Pressure Wash Trash Receptacle									
			Recycle Area cleaned									
			Recycle Bins pressure washed									
			Lines striped									
			Test Building Lights									
			Tagging cars-**Summer**									

			Sea Coast Management Common Area									
					03/15/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Towing-**Summer**									
			Pressure Wash Trash Receptacle									
			Clean/Deodorize Trash Chute									
			NO BLOWING SAND IN DRAINS!									
			Consolidate Bulk									
			Breaks									
			Chris			0.30	0.30	0.30	0.30	0.30	OFF	OFF
			Derick			0.30	OFF	OFF	OFF	OFF	0.30	0.30

			Sea Coast Management Common Area									
					03/15/21							
			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		SCM3	Pavers to be fixed 106									
PAVERS	03/19/21	SCM2	Patio Pavers 110									
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?									
CLUB	03/19/21	CLUB	Paint outside of the clubhouse	Derick						2.00		
COMMON	03/19/21	COMMON	Water grass seed	Chris						0.35		
LEAK	03/19/21	SCM2	Address water leak 510/410	Chris						0.40		
TRSH	03/20/21	SCM3	Fix trash chute handle	Derick							0.30	
MAINT	03/21/21	SCM3	Clean out/Organize Tool Rooms	Derick								0.45
ROOF	03/21/21	SCM3	Replace lockbox for roof key	Derick								0.35
			Total:			19.00	8.30	8.30	8.30	19.00	10.30	10.30