

		Sea Coast Management Common Area	02/22/21									
		COMMON AREA	M	T	W	TH	FRI	SAT	SUN			
		Morning										
	SCM2	Walk through parking Lot SCM2	0.30	0.30				0.30				
		Interior	0.15	0.15	0.15	0.15	0.15					
		Sign review	0.15	0.15	0.15	0.15	0.15					
		Interior	0.15	0.15	0.15	0.15	0.15					
		Sign review	0.15	0.15	0.15	0.15	0.15					
		Dumpster Area Clean Up										
	SCM3	Walk through parking Lot SCM3	0.30	0.30								
		Interior	0.15	0.15	0.15	0.15	0.15					
		Sign review	0.15	0.15	0.15	0.15	0.15	0.15				
		Interior	0.15	0.15	0.15	0.15	0.15	0.15				
		Sign review	0.15	0.15	0.15	0.15	0.15	0.15				
		Dumpster Area Clean Up										
		End of Day										
		Umbrellas down	0.15									
		Report to office	0.15	0.15				0.15	0.15			
		Check clubhouse is locked								0.15	0.15	
		Clubhouse										
		kitchen bathrooms	0.30					0.30			0.15	
		restock kitchen bathrooms	0.15					0.15				
		office bathrooms	0.30					0.30			0.15	
		restock office bathrooms	0.15					0.15				
		Empty Trash Cans	0.25					0.20			0.15	
		Clean Grills										
		Sweep & Spot Mop						0.45			0.45	
		Clean Sliders Inside & Out										
		Vacuum Walk Off Mats										
		Wash Windows										
		RainX Windows										
		Clean Kitchen										
		Kitchen Once a week										
		Clean out window/tracks										
		Clean out Refrigerator								0.15		
		Clean out Microwave								0.30		
		Office										
		Empty Trash					0.15			0.15		
		Clean floor									0.35	
		Spring Clean								0.35		
		Pool Deck - Weekends/Holiday										
		Towels on railing. Rpt to office										
		Straighten Chairs	0.30		0.30					0.30	0.30	
		Wipe Off Tables	0.30		0.30					0.30	0.30	
		Pick Up Any Trash	0.30		0.30					0.30	0.30	
		Empty Trash Cans	0.30		0.30					0.30	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										
		Flag Light										
		Stairwell Lights										
		Emergancy Lights										
		SCM2										
		Elevator Lobbies										
		Empty Trash Cans	0.35					0.35				
		Wipe Horizontal Surfaces	0.40					0.40				
		Blow Floor - Spot Mop	0.40					0.40				
		Wipe Handrails										
		Vacuum Walk-Off Mats	0.40					0.40				

			Sea Coast Management Common Area	02/22/21						
			COMMON AREA	M	T	W	TH	FRI	SAT	SUN
			Clean/Deodorize Trash Chute							
			NO BLOWING SAND IN DRAINS!							
			Breaks							
			Chris	0.30	0.30	0.30	0.30	0.30	OFF	OFF
			Derick	OFF	OFF	OFF	OFF	OFF	0.30	0.30
Priority Level	Date:	Location:	PROJECTS: AS ASSIGNED	Progress:						
After construction	10/20/20	SCM2	SCM2 Ocean - Plants after const done							
DOOR	02/08/21	SCM2	Change 5th floor OF ownerstorage door knob							
DOOR	02/08/21	SCM2	Replace door knob 4th floor OF manager storage							
DOOR	02/15/21	SCM2	5th fl OF owners storage door knob needs replaced							
FIRE	02/15/21	SCM3	fire extinguisher cover between 209/210 cracked							
FIRE	12/11/20	SCM2	Replace fire extinguisher box between 209/210							
HOLD	09/30/20	2&3	Kayak Room							
HOLD	12/11/20	SCM2	Re-number all small mailboxes							
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							
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							
TRSH	02/15/21	SCM3	4th floor OF south end trash chute handle							
TRSH	02/15/21	SCM3	4th floor middle trash chute handle							
TRSH	02/15/21	SCM3	2nd fl trash chute handle OF southend t							
TRSH	02/15/21	SCM3	1st fl middle trash chute handle							
TRSH	02/15/21	SCM3	1st fl OF trash chute handle							
TRSH	02/15/21	SCM2	4th fl OF trash chute handle							
TRSH	02/15/21	SCM2	2nd fl OF trash chute handle							
SCREEN	02/08/21	SCM2	514 needs screens replaced							
SCREEN		3.204	Balcony Screens from Constructions							
PAINT		2.405	Balcony from concrete							3/20/21 after renters gone
PAVERS		3.106	Pavers to be fixed							
	02/23/21	SCM3	Ruts from lifts							
		SCM3	SOD for front of building							

