			Sea Coast Management Common Area									
					03/29/21							
			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	0.30	0.30	0.30	0.30	0.30	0.30
			Wipe Off Tables			0.30	0.30	0.30	0.30	0.30	0.30	0.30
			Pick Up Any Trash			0.30	0.30	0.30	0.30	0.30	0.30	0.30
			Empty Trash Cans				0.30		0.30	0.30	0.30	0.30
			Sheila Shine Pool Railings & SS			0.50						
			Gate Locks									
			Clean Chairs from mold									
			Bleach Mold			0.45						
			Rinse off Deck									
			Pressure Wash									
			Caulk Pools									
			Gatesrepair									
			Beach Deck -									
			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	0.30	0.30	0.30
			Pick Up Any Trash			0.30	0.30	0.30	0.30	0.30	0.30	0.30
			Empty Trash Cans			0.30	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			0.30		0.30		0.30		
			Interior elevator			0.30						
			Sign review			0.30						
			Dumpster Area Clean Up			0.30		0.30				
		SCM3	Walk through parking Lot SCM3			0.30		0.30		0.30		
			Interior elevator			0.30						
			Sign review			0.30						
			Dumpster Area Clean Up			0.30		0.30				
			End of Day									
			Umbrellas down									
			Report to office			0.30		0.15		0.15		
			Check clubhouse is locked									
			Clubhouse									
			kitchen bathrooms			0.30	0.30	0.30		0.30	0.30	0.30
			restock kitchen bathrooms				0.15			0.15		0.15
			office bathrooms			0.30	0.30	0.30		0.30	0.30	0.30
			restock office bathrooms				0.15			0.15		0.15
			Clean tables & chairs			0.30	0.30	0.30		0.30	0.30	0.30
			Empty Trash Cans			0.30	0.30			0.30		0.30
			Sweep & Spot Mop			0.45	0.45	0.45		1.00		1.00
			Clean Sliders Inside & Out			0.55						
			Vacuum Walk Off Mats									
			Wash Windows			0.55						
			RainX Windows									
			Kitchen Once a week									
			Clean Kitchen									
			Clean out window/tracks									
			Clean out Refrigerator									
			Clean out Microwave									
			Office									
			Empty Trash						0.15		0.15	
			Clean floor									
			Spring Clean									
			Clean Window			0.30						
			Light Testing - Mthly									
			Exit Lights									
			Building Lights									
			Entrance Lights									
			Atrium Lights									
			Flag Light									
			Stairwell Lights									
			Emergancy Lights									

			Sea Coast Management Common Area									
					03/29/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			SCM2									
			Elevator Lobbies									
			Empty Trash Cans				0.30		0.50	0.30	0.50	
			Wipe Horizonal Surfaces				0.30	0.30	0.50	0.30	0.50	
			Blow Floor - Spot Mop				0.30		0.50	0.30	0.50	
			Wipe Handrails				0.30		0.50	0.30	0.50	
			Vacuum Walk-Off Mats									

			Sea Coast Management Common Area									
					03/29/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Clean Both sides of Door Glass									
			Clean windows In/Out									
			Sanatize luggage carts				0.30			0.45		
			Elevator & Interiors									
			Wipe Down Interior Panels			0.50		0.30		0.45		
			Sheila Shine							0.45		
			Clean tracks hard wire brush									
			Mop floor & corners									
			Full sanatize								1.00	
			Walkways & Stairwell									
			Items in walkways? Picture report to office									
			Blow									
			Spot Mop			0.30			0.50		0.50	
			Pick up trash						0.30		0.50	
			Wipe Handrails			0.40			0.50		0.50	
			Wash down								0.50	
			Pressure Wash									
			Laundry Rooms									
			Sweep-Spot Mop							1.00		
			Empty Trash Cans								0.55	
			Wipe Horizonal Surfaces							0.55		
			Ducts cleaned out								1.00	
			Parking lots									
			Garbage Pick up			0.30			0.30			
			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!									
			Dumpster Enclosure									
			Consolidate Bulk			0.40						
			SCM3									
			Elevator Lobbies									
			Empty Trash Cans						0.50	0.30		0.50
			Wipe Horizonal Surfaces				0.30	0.30	0.50	0.30		0.50
			Blow Floor - Spot Mop				0.30			0.30		0.50
			Wipe Handrails							0.30		0.50
			Vacuum Walk-Off Mats									
			Clean Both sides of Door Glass									
			Clean windows In/Out									
			Sanatize luggage carts				0.30			0.45		
			Elevator & Interiors									
			Wipe Down Interior Panels					0.35	0.50	0.45		
			Sheila Shine							0.45		
			Clean tracks hard wire brush									
			Mop floor & corners									
			Full sanatize									1.00
			Walkways & Stairwell									
			Items in walkways? Picture report to office									
			Blow									
			Spot Mop						0.50			0.45
			Pick up trash						0.50			0.40
			Wipe Handrails						0.50			0.40
			Wash down									0.45
			Pressure Wash									
			Laundry Rooms									
			Sweep-Spot Mop							1.00		
			Empty Trash Cans									0.40
			Wipe Horizonal Surfaces							1.00		
			Ducts cleaned out							1.00		
			Parking lots									
			Garbage Pick up			0.35	0.25		0.25			
			Trash Chutes - Clear									
			Trash Chutes - Deorderized									
			Pressure Wash Trash Receptacle									
			Recycle Area cleaned									
			Recycle Bins pressure washed									
			Lines striped									
			Test Building Lights									

			Sea Coast Management Common Area									
					03/29/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
			Tagging cars-**Summer**									
			Towing-**Summer**									
			Pressure Wash Trash Receptacle									
			Clean/Deodorize Trash Chute									
			NO BLOWING SAND IN DRAINS!									
			Dumpster Enclosure							0.45		
			Consolidate Bulk			0.35						
			Breaks									
			Chris			0.30	0.30	0.30	0.30	0.30	OFF	OFF
			Derick			0.00	OFF	OFF	0.00	0.30	0.30	0.30

			Sea Coast Management Common Area									
					03/29/21							
			COMMON AREA			**M**	**T**	**W**	**TH**	**FRI**	**SAT**	**SUN**
Priority Level	**Date:**	**Location:**	**PROJECTS: AS ASSIGNED**	**Assigned to:**	**Progress:**							
PAINT		2.405	Balcony from concrete									
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									
POOL	03/11/21		replace umbrellas (2)		3/12 ORDERED							
	02/23/21	SCM23	Ocean Deck Seal Coat new boards?									
LAWN	03/26/21	LAWN	Water Grass Seed	Chris		0.35		0.40		0.35		
LAWN	03/31/21	LAWN	Spray round up	Chris				0.45	0.40			
PAINT	03/29/21	DECK	Paint Concrete bench	Derick		0.50						
CLEAn	03/31/21	GRILL	Sheila Shine Grills	Chris					0.45			
POOL	03/31/21	POOL	Stack chairs and umbrellas that were blowing around	Chris					0.35			
PAINT	01/06/21	2.407	A/C on roof not numbered correctly. Al Whitehurst reported	Derick/Hali	went and checked serial #s for 107/307/507				0.40			
SCREEN	02/08/21	SCM2	514 needs screens replaced							0.45		
SCREEN		3.204	Balcony Screens from Constructions							0.45		
DOOR	03/29/21	SCM2	Take down 215 screen door	Chris		0.35						
			Total:			14.30	8.30	8.30	12.30	19.00	10.30	10.30