

Sea Coast Management Common Area										
COMMON AREA										
			M	T	W	TH	FRI	SAT	SUN	
<b>DAILY</b>	<b>Morning</b>									
	Clean Grills		0.20	0.20	0.35	0.20	0.25	0.25	0.25	
	<b>Clubhouse</b>									
	Restrooms cleaned and stocked		0.20	0.20	0.25	0.20	0.25	0.25	0.25	
	Clean tables and chairs		0.15	0.15	0.20	0.20	0.25	0.30	0.30	
	Empty Trash Cans		0.20	0.10	0.20	0.20	0.25	0.25	0.25	
	<b>Pool Deck</b>									
	Towels on railing. Rpt to office via walkie									
	Straighten Chairs		0.20	0.15	0.25	0.20	0.25	0.25	0.20	
	Wipe Off Tables		0.05	0.15	0.15	0.15	0.15	0.20	0.20	
	Pick Up Any Trash		0.10	0.10	0.15	0.15	0.15	0.20	0.20	
	Empty Trash Cans		0.10	0.10	0.15	0.20	0.20	0.25	0.20	
<b>BREAK</b>			0.30	0.15	0.15	0.15	0.30	0.15	0.15	
	<b>Beach Deck -</b>									
	Straighten Chairs		0.15	0.15	0.10	0.15	0.15	0.15	0.20	
	Wipe Off Tables		0.10	0.10	0.10	0.15	0.20	0.15	0.15	
	Pick Up Any Trash		0.10	0.15	0.10	0.15	0.20	0.15	0.20	
	Empty Trash Cans		0.15	0.10	0.10	0.15	0.20	0.15	0.15	
<b>SCM2</b>	5th Floor Down - Blow Note Spot Mop		0.60	0.60	0.60	0.60	0.60	0.60	0.60	
<b>SCM3</b>	5th Floor Down - Blow Note Spot Mop		0.60	0.60	0.60	0.60	0.60	0.60	0.60	
<b>LUNCH</b>			0.60	0.30	0.30	0.30	0.60	0.30	0.30	
<b>2PM</b>										
<b>SCM2</b>	Dumpster		0.30	0.25	0.35	0.30	0.45	0.35	0.10	
	Walk Parking Lot and clean		0.15	0.10	0.20	0.15	0.35	0.25	0.30	
	Trash Chutes		0.15	0.15	0.10	0.15	0.20	0.25	0.10	
<b>SCM3</b>	Dumpster		0.30	0.20	0.20	0.20	0.45	0.40	0.10	
	Walk Parking Lot and clean		0.10	0.10	0.10	0.25	0.30	0.25	0.30	
	Trash Chutes		0.15	0.20	0.10	0.15	0.20	0.20	0.15	
<b>BREAK</b>			0.30	0.15	0.15	0.15	0.30	0.15	0.15	
<b>SCM2</b>	Interior elevator		0.25	0.20	0.20	0.20	0.20	0.15	0.15	

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	Sign review			0.10	0.10	0.10	0.15	0.15	0.15	0.05
	Empty trash cans			0.15	0.10	0.10	0.20	0.10	0.15	0.10
	Wipe Horizontal Surfaces			0.15	0.15	0.20	0.15	0.15	0.15	0.10
	Wipe Handrails			0.15	0.15	0.25	0.15	0.25	0.20	0.15
<b>SCM3</b>	Interior elevator			0.30	0.20	0.20	0.20	0.10	0.15	0.20
	Sign review			0.10	0.10	0.10	0.10	0.15	0.15	0.10
	Empty trash cans			0.15	0.15	0.15	0.15	0.15	0.15	0.10
	Wipe Horizontal Surfaces			0.15	0.25	0.20	0.25	0.25	0.15	0.20
	Wipe Handrails			0.15	0.25	0.30	0.30	0.25	0.30	0.20
	<b>End of Day</b>									
	Umbrellas down			0.10	0.10	0.10	0.10	0.10		0.05
	Report to office			0.30	0.15	0.15	0.15	0.30	0.10	
<b>TWICE A WEEK</b>	<b>Clubhouse</b>									
	Sweep & Spot Mop			0.40				0.45		
	Clean Sliders Inside & Out			0.40				0.40		
	Wash Windows			0.40				0.45		
	<b>RainX Windows</b>									
	<b>Beach &amp; Pool Deck</b>									
	Sheila Shine Pool Railings			0.20				0.25		
	Sheila Shine Beach Showers			0.15				0.20		
	<b>SCM2</b>									
	Sanatize luggage carts			0.40			0.30	0.15		
	Clean Both sides of Door Glass			0.40				0.25		
	Clean windows In/Out			0.45		0.30			0.30	
	Sheila Shine Elevators			0.30				0.25		
	Sheila Shine Trash Chutes			0.55				0.25		
	<b>SCM3</b>									
	Sanatize luggage carts			0.40						
	Clean Both sides of Door Glass			0.40				0.25		
	Clean windows In/Out			0.45		0.30			0.30	
	Sheila Shine Elevators			0.30				0.35		

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COMMON AREA				M	T	W	TH	FRI	SAT	SUN
	Sheila Shine Trash Chutes			0.55				0.35		
	<b>Laundry Rooms</b>									
	Sweep-Spot Mop			0.60				0.60		
	Empty Trash Cans			0.30				0.25		
	Wipe Horizontal Surfaces			0.55				0.55		
	Ducts cleaned out			0.45				0.45		
<b>ONCE A WEEK</b>	<b>TRASH-Monday</b>									
	Consolidate Bulk			0.40				0.45		
	<b>Kitchen-Sunday</b>									
	Clean Kitchen									0.30
	Clean out window/tracks									0.20
	Clean out Refrigerator									0.25
	Clean out Microwave									0.20
	<b>Office</b>									
	Empty Trash							0.05		0.20
	Clean floor									0.20
	Spring Clean				0.40					0.40
	<b>Trash</b>									
	Deodorize chutes				0.60			0.40		0.60
<b>1ST OF THE MONTH</b>	<b>Light Testing - Mthly</b>									
	Exit Lights			0.40						
	Building Lights			0.40						
	Entrance Lights									
	Atrium Lights			0.30						
	Flag Light									
	Stairwell Lights			0.35						
	Emergency Lights			0.40						

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PROJECTS: AS ASSIGNED										
Location:	Assigned to:	Progress:	M	T	W	TH	FRI	SAT	SUN	
Common	Sprinklers	Tony	0.40							
Club	Broken glass	Jake		0.15						
2&3	Retrieve package from wrong unit/transfer and put inside correct unit	Jake		0.10						
SCM3	Take items & boxes to dumpster from contractor	Jake				0.10				
COMMON	Replace bottom of bollards	Tony					0.30			
SCM2	Clean up elev & lobby from flooring contractor	Jake					0.35			
GATE	Repair and tighten hinges	Tony					0.35			
DOORS	Tighten storefront door hinges	Tony					0.30			
COMMON	Set up TV	Tony					0.35			
SCM3	Reset elev (twice)	Jake					0.30			
SCM3	repaint #s	Tony					0.30			
SCM3	bike room	Tony						0.30		
SCM3	Reset elev (3 times)	Tomy						0.45		
POOL	Re-attach pump piece	Tony						0.25		
POOL	Lower pool level	Tony						0.15		
SCM3	Reset elev	Tony							0.15	
SCM3	Elev entrapment	Tony							0.30	
<b>Total:</b>			18.00	8.00	8.00	8.00	18.00	10.00	10.00	
<b>COMPLETED LAST WEEK</b>										