

5825 CORINTHIAN

Condominium Assoc., Inc. 5825 Collins Avenue

Miami Beach, Florida 33140 GM@5825corinthian.com FSRsouth.FSRconnect.com/ 5825CorinthianCondo

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Director	John Vest
Director	Maria Chirino

PROPERTY STAFF

Managed By: . First Service Residential ManagerAlex Comesana Gm@5825corinthian.com Admin AsstClaudia Aparicio Admin@5825corinthian.com

IMPORTANT NUMBERS

Main	.305-865-3506
Fax	.305-865-3508
Front Desk	.305-866-6666
24-hour Cust. Care	866-378-1099

OFFICE HOURS

Monday-Friday	9:00 AM - 5 PM
Holidays	CLOSED

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MANAGEMENT REPORT

ADMINISTRATIVE ASSISTANT WEEK SUMMARY ITEMS:

- Processed payments for FOBS, decals, and valet stamps.
- Checked mail for invoices and sent to be processed.
- Collected and processed maintenance payments.
- Sent out email blast to inform building on repairs.
- Posted on calendar upcoming deliveries.
- Filed away processed fee receipts.
- Contacted maintenance for water leaks.

REMINDER

- 5825 Corinthian Special Assessment Pool Replacement Meeting Notice - Wednesday, February 21, 2024, AT 7:00 PM
- The Management Office will be closed on Monday, February 19th, in observance of President's Day.





MAINTENANCE ITEMS

Maintenace replaced some of the faulty led lights from the entrance sign. Some of the numbers were not turning on.

New led lights



Maintenance repaired/replaced the faulty door push-bars of various floors. The doors were not closing properly.

4th floor – East side







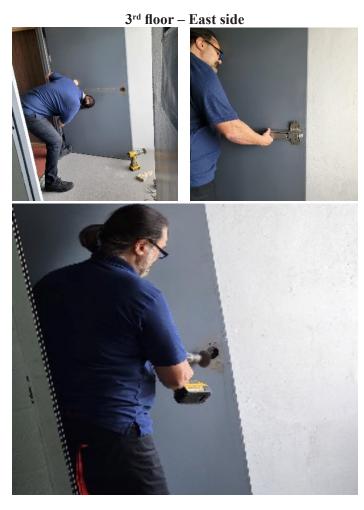
after Continued on page 3



• Interior doors • Popcorn removal Quiet exhaust fans • General repairs

11th floor – East side

Maintenance Items (cont. from page 2)



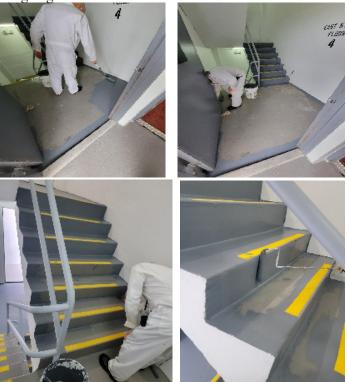
Ground floor – South side





after

Maintenance painted the east stair floors from PH2 floor to the garage.



PH Floors -Before and after



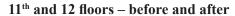


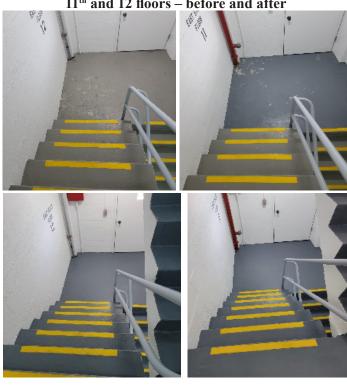


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Maintenance Items (*cont. from page 3*)

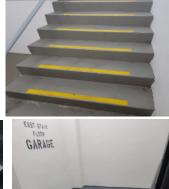




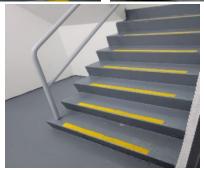
East side garage exit (before and after)











Maintenance repaired and lubricated the faulty trash chute hydraulic closer of the 10th floor.



Maintenance repaired the faulty lights located on the 2nd floor women bathroom and PH1 floor.

PH1 Floor – Elevator landing



2nd floor – Women's bathroom



Continued on page 6



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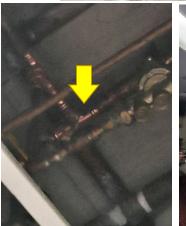
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Maintenance Items (from page 4)

Fixxt Plumbingreplaced the blocked 1 1/2" copper tee- hot water line of the K line. It was previously reported by units in the K line that the bathroom hot water was coming out warm instead of hot.







Cooper tee (after)



Restaurant ceiling

Maintenance painted the center stair floors from PH2 floor to the garage.





before







after

Continued on page 7



Maintenance Items (from page 6)

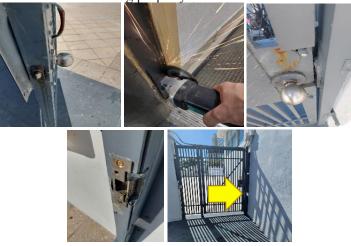
Maintenance repaired the concrete surronding the pool gate door, paint to follow.





after

Maintenance repaired/replaced the faulty door handles and locking mechanism of various doors of the ground floor. The doors were not closing properly.



Common Areas - Maintenance cleaned the drain lines of the PH2 floor a/c unit. The lines were clogged, the unit was leaking water.



Staff Training – The fire alarm system training conducted by <u>Honeywell Building Solutions</u> on Wednesday, January 31, 2024. The training includes courses covering fire alarm systems such as control panels, fire alarm devices, and how to react in case of an emergency.



Fire panel located in the valet room.

Lobby panel

Florida Detroit performed Generator & Fire Pump PM Inspections on Friday, February 2, 2024





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SAFETY TOPIC | TEMA DE SEGURIDAD

The FSR associates got together for the monthly safety meeting for the month of February, which was held in both English and Spanish.

Slips, Trips and Falls

The identified methods to avoid slips and trips include:

1. Hazard awareness paying attention to surroundings that can create a loss of balance. This can be spilled liquids that have not been addressed, obstacles left (boxes, packages or other



items that can create a tripping hazard).

- 2. Proper footwear protects your balance and momentum by providing a stable center of gravity and less risk of tripping.
- 3. Proper housekeeping ensures that spills are cleaned quickly. This should also include monitoring for hazards and obstacles that can create a fall.
- 4. Proper lighting ensures safety while navigating darker areas including stairwells, hallways, and parking garages.
- 5. Frequent communication about workplace hazards, concerns, and best practices to avoid slips, trips, and falls.

Team Activity:

Spend 10-15 minutes exploring your workplace with the team. Identify as many trip or fall hazards as possible and create a plan to immediately address them. This can include identifying areas that are not properly lit and planning to correct that, and spotting loose tiles or carpet edges and repairing them.

Resbalones, tropiezos y caídas

Los métodos identificados para evitar resbalones y caídas incluyen:

- Conciencia del riesgo: prestar atención a los alrededores que pueden crear una pérdida de equilibrio. Estos pueden ser líquidos derramados que no se han recogido, obstáculos dejados (cajas, paquetes u otros elementos que pueden crear un riesgo de caída).
- 2. El calzado adecuado protege su equilibrio e impulso al proporcionar un centro de gravedad estable y menos riesgo de caídas.
- 3. Una limpieza adecuada asegura que los derrames sean limpiados con rapidez. Esto también debe incluir el monitoreo de riesgos y obstáculos que pueden crear una caída.
- 4. Una iluminación adecuada asegura la seguridad, cuando se transita por áreas más oscuras, incluyendo escaleras, pasillos y garajes.
- 5. Comunicación frecuente sobre riesgos y preocupaciones en el lugar de trabajo, y las mejores prácticas para evitar resbalones, tropiezos y caídas.

Actividad de equipo:

Destine de 10 a 15 minutos para explorar su lugar de trabajo con el equipo. Identifique la mayor cantidad posible de riesgos de caídas y tropiezos y cree un plan que los aborde inmediatamente. Esto puede incluir identificar áreas que no están correctamente iluminadas y planificar su arreglo, y detectar baldosas o bordes de alfombra y repararlos.

