



SCOPE OF SERVICES

A partial list of potential Property Caretaker Services

Based on the relationships that we have developed over the course of managing projects, several of our clients who occupy their residences on a part-time basis have requested that we provide long term caretaker services to ensure that their properties remain in optimal condition. Having developed this service, including building relationships with various vendors, we are now able to offer this service to other potential clients who require caretaker services for their homes.

Specific services that we will provide are as follows:

Home Fit Out and Set up:

Small tools and appliances:

PPL will purchase small tools and appliances as required to facilitate normal home operation. These will include but not be limited to cleaning equipment such as vacuums, brooms, mops, etc; site equipment such as hoses, rakes, etc; and kitchen equipment such as toasters, blenders, etc. PPL will begin by preparing a detailed list of equipment proposed for purchase which would be presented for your approval. We will purchase all equipment once you have approved the inventory list and set a standard for the quality of equipment to be purchased.

Household supplies:

PPL will purchase cleaning supplies such as wood floor cleaners, tile and stone cleaners, etc; general household goods such as light bulbs, flashlights, batteries, etc; and laundry supplies such as detergent, fabric softeners, etc. PPL will begin by preparing a detailed list of supplies proposed for purchase which would be presented for your approval. We will purchase all supplies once you have approved the inventory list and stated personal preferences for products.

General "Fit Out" Items:

PPL will purchase general "fit out" items such as cookware, pots & pans, baking dishes, etc; tableware such as general purpose dishes, glasses, silverware, etc. PPL will begin preparing a detailed list of supplies proposed for purchase which would be presented for your approval. PPL will NOT pick out personalized or "high end" "fit out" items such as china, stemware, flatware, serving pieces, table linens, bed linens, or bath linens. PPL will however facilitate the purchase of such items if specific purchases are directed by Owner. We will purchase all supplies once you have approved the inventory list and stated personal preferences for products.

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Household manual:

Upon acceptance of the fit out of the home we will create a household manual that will provide a photo journal as to how the home should be kept in appearance and an inventory of the various material and supplies contained therein.

Occupancy "Punch List":

PPL will conduct an inspection of the property prior to its turnover by the General Contractor, and in consultation with the Architect and / or Designer, shall prepare a list of incomplete work or work which does not conform to the requirements of the contract documents or meet acceptable workmanship standards. In addition, PPL will walk the property with the Owner to receive comments regarding the home workmanship and will follow up with the General Contractor to ensure that all work is corrected.

Maintenance manual:

PPL shall receive from the General Contractor all operations and maintenance manuals, warranties, and instruction books, and shall hold these for permanent record on the property. From these records we shall also develop a "annual maintenance schedule" that will overview recommended maintenance to the various equipment, finish surfaces, etc. of the property. This latter document will be "dynamic" and will be updated from time to time as required.

Retain services:

PPL will solicit proposals and upon your approval retain, oversee and facilitate services as follows:

- Maid/housekeeper
- Gardener
- Pool maintenance
- Security
- Pest control
- Generator maintenance

Vendor and account setup:

- Upon your direction PPL will retain and administer vendor accounts as follows:
- Homeowner's insurance policy
- Phone service
- Security monitoring service
- Internet access
- Cable or satellite TV
- Utilities
 - Electric
 - Gas
 - Water

Monthly and Annual Services:

Oversee and facilitate outside services as follows:

- Maid/housekeeper
- Gardener
- Pool maintenance
- Security
- Pest control
- Generator maintenance

Mail and delivery administration:

On a not less than once per week basis PPL will collect all mail and packages delivered and at your discretion PPL will EITHER (1) open all mail and separate this between “junk mail” (which will be disposed of), magazine subscriptions (which be held for review at the residence), bills for services administered by PPL (which will be processed as noted below), and other mail (which will be PDF'd and electronically forwarded to you via email), OR all items will be packaged and shipped to your address for your processing.

Invoice Administration:

PPL will receive and review invoices for all services, utilities, etc and prepare remittance packages to Owner on a not less than once a month basis. The invoice packages will be provided with a cover giving a general overview of invoices submitted, noting our recommended action, and will be transmitted to Owner with PDF copies of the invoices themselves via email. Upon receipt of your checks PPL will then distribute the remittances via US Mail.

Annual maintenance:

Based upon the program for annual maintenance setup during the Home Fit Out and Setup phase, PPL will facilitate and oversee all recommended maintenance and repairs as required.

On demand maintenance:

PPL will provide once a week inspections of the home and facilitate “on demand” maintenance as required including the replacement of light bulbs, and general repairs as required.

Greeting Preparation:

- Set temperatures for house heating/cooling, pool, and Jacuzzi
- Turn on appropriate lights
- Have car cleaned and tank filled
- Provide groceries as directed
- Load firewood

Post departure maintenance:

- Clean, wash and reset all linen
- Clean, wash and reset all household materials and goods
- Complete an inventory checklist and report on missing items
- Facilitate replacement of any “consumable” household goods and supplies (except food).
- Ensure that the home is secure