



**PRIMA**  
RESIDENCES

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## CARETAKER RESPONSIBILITIES

## ***Live-in Caretaker Role***

The on-site property manager ensures Prima Residences operate smoothly, safely, and with high service standards. Responsibilities include proactive maintenance, vendor coordination, seasonal readiness, detailed unit inspections, and Homeowner support.

### ***Daily Responsibilities***

- **HVAC INSPECTION AND LOG**

Confirm all systems are heating/cooling properly; document readings and identify irregularities early.

- **ELEVATOR OPERATION CHECK/CLEANLINESS**

Test elevator functionality, doors, buttons, and ride quality for safety and performance.

- **PACKAGE DELIVERY MANAGEMENT**

Accept, secure, and log daily packages and deliveries; notify owners/guests as needed.

- **VENDOR LIAISON**

Coordinate access for vendors and monitor service delivery to ensure completion to standard.

- **SKI EQUIPMENT SHUTTLE**

Transport ski equipment for owners to Gorsuch Cafe

### ***Weekly Responsibilities***

- **HOT TUB SERVICING**

Maintain water quality, clean filters, test functionality, and ensure spa is clean and guest-ready.

- **TRASH AND RECYCLING REMOVAL**

- **IN-UNIT INSPECTIONS**

Perform walkthrough of all occupied and unoccupied units, inspecting fixed assets and infrastructure. This includes:

- **Kitchen Appliances** (refrigerator, oven, dishwasher, microwave, disposal)
- **HVAC Units** (thermostat settings, air flow, and filter cleanliness)
- **Fireplace** (pilot light, ignition system, and venting)
- **Cable/Internet Systems** (modem/router status, signal check)
- **Plumbing Fixtures** (sinks, toilets, tubs for leaks, clogs, or wear)
- **Lighting & Electrical** (bulb replacements, GFCI outlet tests)
- **Windows & Doors** (locks, seals, and operation)
- **Washer/Dryer Units** (functionality and lint filter cleanliness)
- **Safety Devices** (smoke/CO detectors, fire extinguishers, first aid kits)

## *Monthly Responsibilities*

- **ELEVATOR COMMUNICATION & SAFETY TEST**  
Perform code-compliant emergency communication tests and document results.
- **SMOKE & CO DETECTOR TESTING**  
Test all alarms for functionality and replace batteries as needed.
- **FIRE EXTINGUISHER CHECKS**  
Confirm each extinguisher is fully charged, accessible, and within inspection date.
- **WATER HEATER & PLUMBING REVIEW**  
Inspect for leaks, check pressure and temperature settings, and review under-sink areas for slow leaks or signs of water damage.
- **ELECTRICAL PANEL & BACKUP SYSTEMS CHECK**  
Inspect electrical panels for issues and test backup generators or battery systems if present.
- **INTERIOR SYSTEMS INSPECTION**  
Confirm appliance function, inspect fireplace and HVAC units, and check cable/internet equipment for connectivity.
- **FURNITURE, FIXTURES & ELECTRONICS AUDIT**  
Spot-check furnishings, TVs, window treatments, and high-use electronics for functionality and visible wear.
- **COMMON AREA LIGHTING & ACCESS SYSTEMS**  
Verify lighting in shared spaces and test intercoms, access codes, and building entry systems.

## *Emergency Response*

- **24/7 ON-CALL READINESS**  
Be first responder for issues like flooding, power failure, HVAC loss, or alarm events.
- **INCIDENT RESOLUTION & REPORTING**  
Coordinate contractors/emergency services and document the event and outcome.

## *Seasonal Responsibilities*

- **SNOW MANAGEMENT (WINTER)**  
Monitor conditions and coordinate snow removal to maintain safe access at all times.
- **IRRIGATION START-UP/SHUTDOWN (SPRING/FALL)**  
Oversee professional servicing of irrigation system and monitor usage during growing season.
- **SEASONAL MAINTENANCE WALKTHROUGHS**  
Check for damage or wear on roofing, siding, drainage systems, and exterior lighting.

## ***Owner-Facing Duties***

- **ARRIVAL READINESS**

Ensure each unit is fully operational and stocked as requested before owner or guest arrivals.

- **OWNER SUPPORT**

Serve as on-site resource for questions or concerns and provide quick issue resolution.

- **PROFESSIONAL REPRESENTATION**

Maintain a courteous, service-oriented presence consistent with Prima's premium experience.

- **CONCIERGE SUPPORT**

Handle booking reservations, arranging transportation, scheduling ski equipment rentals and other activity requests.

- **OWNER SKI EQUIPMENT TRANSPORTED TO/FROM GORSUCH SKI CAFÉ**

- **ENSURE VEHICLE CHARGERS ARE OPERATIONAL  
AS NEEDED FOR OWNERS' VEHICLES**

- **REPLACE ELECTRONIC LOCK BATTERIES**

- **ENSURE RFID CARDS FOR GARAGE/RESIDENCIES  
ARE FULLY FUNCTIONAL**

- **FLOWERBOXES INSTALLED AND REMOVAL SEASONALLY**

### **THE CARETAKER IS NOT RESPONSIBLE FOR:**

- Scheduling services for personal housekeeping services or private vendors.
- Offering transportation, including shuttle rides to/from the airport or around town.
- Maintenance and servicing of any personal items in the residences.

**East West Hospitality offers a Homecare Program to provide services such as housekeeping and arranging for the care of personal items within your residence.**