

## About PHILServices

Do you want to remain independent, stay in your home, and enjoy it? Or maybe you just need a little help to get everything done! But who can you trust? PHILServices may be just what you need:

- compassionate and caring
- practical, resourceful, and creative
- honest and hard working
- flexible schedule (even early morning or night)

Whether you need someone to periodically stop in and help out or you want assistance on a regular basis, I can be there for you and your family whenever you need a hand.

## A different kind of HELP service

As a homeowner, property manager, teacher, father, and son of elderly parents, I know that life can get busy. *Sometimes* you want to do a task yourself but you can't find the time. Often you might just need an extra pair of hands or set of eyes to get it done! *Other times* you have a do-it-yourself project that you just can't do, but you still want it done your way: practical, economical, and with care. That's where PHILServices is different:

- I will work with you
- I can do the job for you
- I pride myself on doing it your way

## Transitional help to remain independent

At times, many families need assistance during a transitional period. Injury, rehabilitation, a new job, age or family change can get you behind. Whether you need help for yourself, your parents, a friend, or even your business, PHILServices can provide the help you need to get ahead:

- Personal assistance
- Home maintenance
- Technical support

Call *PHIL Services* when...



Your parents need some help and you can't be there.

**The doctor says you can't.....**

You'll be gone and need help to care for the house.

**You're stressed and can't get it all done.**



Friends are ready to visit but the house isn't ready.

**That DIY project isn't quite DIY.**

Seasonal work keeps you from enjoying the season.

**You need a little motivation to get started.**



You can't find where you saved those files last week.

**You want to show everyone your old photos.**

That new computer isn't making your life any easier.

**Your phone looks great but you can't use it.**

...you need a little *HELP*

# Practical Home and Independent Living Services

*PHIL Services...*

**PERSONAL ASSISTANCE**

**HOME MAINTENANCE**

**TECHNOLOGY SUPPORT**

*...compassionate care for  
you and your home!*

**Phil Scully Fairport, NY**

*Bonded and Insured*

**585-455-0322**

[www.PHILServicesHELP.com](http://www.PHILServicesHELP.com)

## PERSONAL ASSISTANCE

### Companionship

- Check-ins: daily, weekly, periodically
- Accompany to: appointments, church, social/cultural outings, dinner, and shopping
- Engage in conversation: current and historical events, interests, and family
- Visiting: family, friends, or hospitals
- Recreational activities: walks, travel, crafts, cards, games, and hobbies

### Advocacy:

#### Decision making and communication

- Scheduling appointments/send reminders
- Sorting mail: prioritize, organize, and respond
- Reading the fine print on forms
- Bill paying in person, by mail, or on-line
- Settling minor disputes/excessive fees
- Writing letters and correspondence
- Balancing checkbook or record keeping
- Car maintenance and repairs
- Home maintenance and repair
- Major purchases: appliances, furniture, etc.

#### Errands and Shopping

- Picking up prescriptions and dry cleaning
- Preparing grocery list and shopping
- Shipping and picking up packages

#### Planning and Preparation

- Planning and cooking meals
- Entertaining family and guests
- Hosting parties: set up, serving, and clean up
- Preparing and decorating for the holidays
- Planning visits, outings, vacations, and trips
- Moving/downsizing: packing/unpacking

#### Home Monitoring When Away

- Vacations and extended trips
- Snowbirds
- Hospital and recovery
- Plant and pet care

## HOME MAINTENANCE

### Housekeeping, Chores, Cleaning

- General and deep cleaning
- Move furniture and clean behind
- Bath: sinks, toilets, tubs, and showers
- Bedroom: laundry, change and wash linens
- Kitchen: dishes, cabinets, and appliances
- Floors: vacuuming, sweeping, and mopping
- Windows: interior and exterior
- Take out garbage

### Organizing

- Install closet organizers and shelving
- Rearrange furniture for maneuverability and to keep pathways clear
- Storage: closets, attics, basements, garages
- Garage sale set up and pricing

### Odd Jobs and Minor Repairs

- Assembling of furniture and other products
- Installation: fans, lights, fixtures
- Move in/out: repairs, cleaning, etc.
- Install handrails
- Hang mirrors, pictures, decorations
- Install window treatments, curtains, blinds
- Minor plumbing and electrical
- Car care and minor maintenance
- Minor drywall repair and painting
- Replace and install locks, key replacement

### Routine Maintenance

- Light bulb and filter replacements
- Monitoring home for maintenance issues
- Regular appliance maintenance
- Replace and install smoke & CO<sub>2</sub> detectors

### Seasonal Prep and Yard Work

- Fall: raking, gutter, and yard care
- Install insulation and weather-stripping
- Install/ remove and clean storm windows
- Holiday: decorating, lighting, and trees
- Winter: snow shoveling and ice removal
- Spring: planting, gardening, and trimming
- Summer: watering, weeding, and lawn care
- Install/remove window air conditioning

## TECHNOLOGY SUPPORT

### Cell Phones

- Selecting an appropriate phone and service
- Basic and smart phone instruction
- Texting and emailing
- Storing family, friends and emergency contacts

### Audio / Video / Photo

- Programming remote controls
- Installation: cable hookups, stereo, cable TV, VCR, CD/ DVD, BlueRay
- Music: Ipod/MP3 players, converting music
- Digital Cameras
- Copy/convert old audio/video/photo to digital
- Photo organization: storing and viewing
- Photo/video inventory for records/insurance

### Computers: PC or MAC

- Installation and tutoring
- Instruction: word processing, spreadsheets, and presentations (Microsoft and others)
- Communication: email, videoconferencing, blogging, Skype, social networking
- Internet: surfing the web safely and securely
- Buying and selling on Craigslist
- Troubleshooting technology issues
- Simple web site and blogging design
- Downloading/installing paid / free software
- Maintaining calendar
- Organizing files, folders and programs
- Storage devices: flash drives, CDs, DVDs
- Installing computer software
- Electronic Presentation Skills
- Scanning documents, records, and photos
- Documenting family history in photos and video
- Creating a multi-media presentation or slideshow

### Other

- Appliance programming and usage
- Thermostat programming

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