

# *“For Your Information”*

(A periodic publication by Sherwood Oaks Executive Director, Annette McPeck)

**January 25, 2017**

## **Lobby Update**

I have received positive feedback from residents, guests and staff regarding the new lobby furniture. We are waiting on two sofas and two chairs that were damaged in transit. As a result, some furniture groupings were modified and will be changed when those additional pieces are received.

We also had to refuse delivery of the chairs that were to be placed at the tables where games are played. They did not glide on the carpet and need remedied. Older chairs are still in place at the game tables. When we receive the samples of the “fixed” chairs, I will send out an FYI notice so that interested residents can view them and provide feedback.

A new memorial table was purchased and the memorial table crafted by Doug Greenwood has been relocated to the hallway outside the scooter gallery. It is a beautiful and appreciated table; however, at times, it was not large enough to display resident photos and memorial information.

## **Dining Room Chair Update**

New dining room chairs were delivered on Monday. Ten armless chairs are on back-order. All chairs have two casters and two glides. For safety purposes, please do not hang purses or bags on the backs of the chairs.

## **Café Update**

The new flooring will be installed Monday, January 30<sup>th</sup> through Thursday, February 2<sup>nd</sup> after 8:00 PM. The chairs are on site and will be moved to the café Monday evening. I have received numerous resident requests to consider new items for the café wall; therefore, I will assess the wall hangings when the flooring and chairs are in place.

## **What’s Next?**

Lobby carpet selection! A meeting has been scheduled with the interior designer to review options for lobby carpet replacement.

## **My Contact Information**

You are always welcome to come see me in my office (behind reception area), call me at ext. 8467, write me a note, or send an email to [mcpeekaj@upmc.edu](mailto:mcpeekaj@upmc.edu).