

“For Your Information”

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

April 29, 2016

Mail Updates

There is a 4 tier shelf beside the pigeon holes as you enter the mail room from the lobby area. Three of the shelves are labeled Bulletin Board, Acorn and Trips & Tours. The top shelf has now been labeled “Misdirected Mail.” This was a suggestion to save you a trip to the reception desk to turn in mail that does not belong to you. The receptionist will gather this mail at the end of the day and forward it to the correct person or return it to the post office for forwarding purposes. We are also working on labelling the inside of each of your US mail boxes with your name and patio/apartment number to make it easier for the mail carrier to see who currently resides in independent living.

Room Reservations for FY 2017

As you may recall, in the fall of 2014, policies were created for reserving rooms on the campus for meetings, functions, events, activities, etc. Accordingly, these rooms are reserved on a first come, first serve basis for one fiscal year only (July 1-June 30). It also states that the chairperson or person in charge of the function should be the person reserving the room. This helps clear up confusion from multiple people reserving rooms for the same purpose; and also lets us know who to contact if we have questions concerning the reservation.

The receptionists may start taking your reservation slips on May 1 for fiscal year 2017. Please remember to circle yes or no on the reservation slip if your meeting, event, activity, etc. needs to be advertised on channel 900 or in the weekly bulletin. Please contact Tabby Alford at ext. 8460 with questions concerning reservations and Phyllis Franks at ext. 8462 with questions concerning channel 900 or the weekly bulletin.

Parking Reminders

I would like to remind you that leaving your car at the main entrance circle for an extended period of time is prohibited. This includes appointments, getting the mail and visiting. You may stop to drop off a person who is entering the lobby; but please find a spot to park in. I also wanted to let you know that there is a designated parking space for Clergy and Sherwood Oaks Special Services in the main parking lot. Out of courtesy, please do not park in this spot.

Osteoporosis Q & A

Dr. Susan Greenspan, Director of Osteoporosis Prevention and Treatment Center at the University of Pittsburgh, will be here on Friday, May 6 to present a question and answer session on Osteoporosis. This will take place in the auditorium at 1:30 PM.

Suggested Swan Names

We had 87 forms submitted suggesting what the swans' names should be. The top 17 sets of names (that had more than one vote) are listed below. Check the box beside your favorite set of names and return the form to the reception desk no later than May 10. Their "official" names will be revealed on their first birthday, May 15.

Swan Names

Please choose one set of names and return this form to the reception desk no later than May 10.

- | | |
|---|--|
| <input type="checkbox"/> Mike & Ike | <input type="checkbox"/> Bert & Ernie |
| <input type="checkbox"/> Frick & Frack | <input type="checkbox"/> Pete & Repeate |
| <input type="checkbox"/> Sherman & Oakley | <input type="checkbox"/> Tom & Jerry |
| <input type="checkbox"/> Stan & Olly | <input type="checkbox"/> Simon & Garfunkel |
| <input type="checkbox"/> Laurel & Hardy | <input type="checkbox"/> Lenny & Squiggy |
| <input type="checkbox"/> Mutt & Jeff | <input type="checkbox"/> Oscar & Felix |
| <input type="checkbox"/> Romeo & Julius | <input type="checkbox"/> Frankie & Johnnie |
| <input type="checkbox"/> Chip & Dale | <input type="checkbox"/> Ben & Jerry |
| <input type="checkbox"/> Barney & Clyde | |