

# *“For Your Information”*

(A periodic publication by Sherwood Oaks executive director, Annette McPeck)

**May 19, 2016**

## **Resident Office/Music Room Survey**

The resident office/music room is located on the lower level of the community center beside the resident storage room. We are reviewing a request from Sherwood Gifts to relocate the treasurer’s computer and files to this room. Sherwood Gifts would utilize this room for a set number of scheduled hours daily. If you use the resident office/music room, please fill out the survey below. This will allow us to plan for room usage and scheduling conflicts.

I/We use the resident office/music room for:

- Archiving/committee file storage
- Committee meeting(s)  
Which committee? \_\_\_\_\_  
How often? \_\_\_\_\_  
What day/time? \_\_\_\_\_
- Personal use
- To use the shredder bin
- I do not use this room
- Other

Name (Optional): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

Please return this form to the reception desk by May 27, 2016.