

# *“For Your Information”*

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

**December 16, 2019**



## **Weekly Bulletin Error**

A corrected weekly bulletin was distributed today. If you have questions regarding the menu, please call Beverly Puglia at ext. 8495. We apologize for any inconvenience.

## **Personal Care Renovation and Guests**

Just a friendly reminder that we do not have extra room for guests in the Personal Care Dayroom during mealtimes while it is under construction. If you have visitors, please go to the Café or Main Dining Room to dine.

## **Security Reminders**

The holiday season is in full swing, and we are expecting an increase in visitors over the next few weeks. We ask that you please call the gatehouse at ext. 8155 or 724-776-8155 with your visitors' names. If a guest arrives and they are not on the list, you will be contacted by phone. If you are not able to be reached to confirm the guest, they will not be permitted to enter the campus. Please understand that we are a gated community and our number one priority is the safety of our residents, guests and staff.

Also, if you have a visitor/family member that frequently enters the campus, we ask that you obtain a parking registration form at the reception desk. Return the completed form to the receptionist on duty and she will give it to Security. Once the form is approved, a yellow visitor pass will be issued. Visitor passes for residents in Independent Living will be placed in your cubby hole in the mail room. Visitor passes for residents in Oak Grove, Personal Care or Skilled Nursing can be picked up and signed for at the reception desk. If you have any questions about visitors or visitor passes, please contact Mike Mills at ext. 8482.

## **Retirees**

Patty Griffiths, housekeeper, will retire after 29 years of service. A farewell gathering will be held on Friday, December 20 from 1:30 – 2:30 p.m. at the fireplace lounge to celebrate her last day.

Two additional employees will retire in the next few weeks and have declined a gathering. Eleanor McCormick, housekeeper for 25 years, will retire on January 1, 2020. Rich Foley, security officer for 9 years, will retire on December 31.

Please join me in wishing Patty, Eleanor and Rich the best of luck in future endeavors!

## **Reservation Reminders**

There has been confusion with room reservations over the past few weeks. I want to remind you of our policy on reserving rooms:

- ✓ Rooms must be reserved and a reservation form must be filled out and signed. Contact the reception desk at ext. 8100 for availability. This includes staff meetings, personal meetings and all monthly SORA committee/activities meetings.
- ✓ The chairperson (or person in charge) of a SORA committee/activity is the only person permitted to reserve rooms for meetings/functions.
- ✓ Rooms for monthly meetings are only reserved for one year at a time (July 1-June 30) and cannot be reserved until May 1 each year. Exceptions include: SORA Board and Quarterly meetings and Sunday Chapel Services. Special requests can be sent to Annette McPeck for early approval.
- ✓ Only one function will be reserved per room, per day, in the following rooms: Auditorium, Card Room, Great Room and Cranberry Lake Grill. Exceptions include memorial services and/or functions approved by Nancy O’Leary or Chris Coroian in advance.
- ✓ If you need a special set-up or need the room set up by a specific time, this must be noted on the reservation form, so it is entered into the correct time slot in the computer.
- ✓ Housekeeping asks that you please exit the room when your reservation time ends. Often, they need to tear down a function and reset it for the next day, especially on holidays and weekends.

Room reservation policies are included in the resident handbook and listed on the Sherwood Oaks website. Copies are also available at the reception desk. If you have questions about reservations, please contact Tabby Alford at ext. 8460.

## **Christmas Eve and Christmas Day**

There will be no off-campus transportation on Christmas Day. Please see the Security & Transportation bulletin board for the holiday bus schedules. All patio homes and apartments that are cleaned on Wednesday will not be cleaned due to the holiday. Dining Services hours for both Christmas Eve and Christmas Day are as follows:

### Main Dining Room

Lunch Buffet – 12-1:45 p.m. (closes at 2 p.m.)

Dinner Buffet– 4-5:45 p.m. (closes at 6 p.m.)

If you still need a reservation for either of these days, please call ext. 8234. Please note: meal credits cannot be used for guests on either of these designated holidays.

### Café

Breakfast – 8-10:30 a.m.

\*Lunch – Closed

\*Dinner – Closed

\*Takeout meals are available at the Café counter from 11:30 – 1:15 p.m. for lunch and 4-5:45 p.m. for dinner.