

# *“For Your Information”*

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

**October 30, 2019**

## **Resident Handbook**

Updated resident handbooks for independent living residents will be available for pick up at the reception desk beginning Friday, November 1<sup>st</sup>.

## **Touchtown App Launch Party**

Join us in the Auditorium and Card Room on Friday, November 1 from 1:30-4:30 p.m. for the Sherwood Oaks Community App launch party. Bring your laptop, smart phone, tablet or other device. You can also get acquainted with the APP Kiosk that will be permanently installed in the Lobby for those of you who do not use a laptop or smart device.

Dining Services will provide **APP**etizers, micro-**BYTES** and **APPLE** cider. I hope to see you there.

## **RISO Machine – Free to Non-Profit**

Do you know of a non-profit organization that may be interested in a free RISO machine? We've used this machine over the past several years to make duplicates of documents and to print various labels that cannot be fed through our copiers. Please note: it is a duplicating machine, not a copy machine. It is in excellent condition and includes rolls of master paper. Ink would need to be purchased. For more information, contact Tabby Alford at ext. 8460.

## **Mail Room Reminders**

We've noticed an excess of advertisements and junk mail being left on the counter in the mail room. We ask that you please do not clutter this counter. Instead, we have a few recommendations:

- Post one advertisement, notice or picture on the miscellaneous section of the bulletin board in the mail room.
- Use the recycle bins in the mailroom for junk or unwanted mail, magazines, etc.

## Bulletin Board Guidelines:

- Posted items should pertain to Sherwood Oaks or be of general interest to residents of Sherwood Oaks
- No item larger than 8 ½ “x 11”
- Each item must be dated and contain the name of person posting it
- Items deemed inappropriate will be removed