

# *“For Your Information”*

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

**July 31, 2020**

## **Out of Office**

I will be out of the office until Monday, August 10. In my absence, please contact the following:

- For urgent matters, contact John Sterling at ext. 8544 weekdays until 4:00 p.m.
- For independent living visitor requests, contact Tabby Alford at ext. 8460 weekdays until 4:00 pm. Please note that it takes 24 hours for this to take effect. Weekend calls will be processed on Mondays.

## **Friendly Reminder**

With the warmer weather upon us and doors and windows open, please be mindful of the volume of your TV, radio or stereo. Also, if your TV is on a common wall, please be courteous with the volume.

## **Resident email distribution list**

We would like to create a resident email distribution list for communicating updates, FYI's, etc. If you are interested, please contact Tabby Alford at ext. 8460 or [alfordtl@sherwood-oaks.com](mailto:alfordtl@sherwood-oaks.com).

## **Shredder Bin**

Confidential document shredding services have resumed with some limitations. The shredder bin designated for resident use is in the Resident Office/Music Room located on the lower level. The bin in Administration is not available at this time. Please keep in mind that shredder bins are not to be used for recycling or junk mail. They are strictly for documents that include personal information, such as credit card numbers, bank account numbers and social security numbers.

## **Touchtown Slides**

Donna Fasone asked me to remind you of a few details if you plan to ask for a slide to be shown on channel 900:

- Only pertinent information should be displayed - too much information makes the print too small and makes the slide hard to read – we suggest posting full details on the resident bulletin board in the mailroom.
- Documents must be submitted as a Word file; pdf files cannot be uploaded.
- Pictures submitted must be sent as a jpg. or png. file or attached to a Word document.

Questions should be directed to Donna at ext. 8462.

(over)

# **DINING SERVICES HOURS**

## **RESIDENTS ONLY**



**ALL MEALS WILL BE DELIVERED THIS WEEK**

**(no delivery charge)**

Sunday thru Saturday

11:30 AM until 1:00 PM

**PICK-UP MEAL FROM CAFÉ**

Temporarily on Hold

**MAIN DINING ROOM**

Temporarily Closed