

# *“For Your Information”*

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

**October 27, 2023**



## **Card Room Update**

In an effort to provide additional space for resident and family gatherings, we are modifying use of the Card Room. Private parties/gatherings can be held in the Card Room on Tuesday and/or Wednesday evenings from 5:00-8:00 PM with additional table set ups available for a fee. The Card Room can also be reserved for private gatherings/visitations with guests (no food permitted) all other days and holidays, if available, using the standard room set up. Detailed information and the room diagram are listed on the new Card Room Private Event Reservation form. The form can be picked up at the reception desk. Please note, this new form is for private events/gatherings only.

Effective November 1, the Card Room will transition into a room with a standard table/chair setup. SORA meetings/activities should be held in a conference room or the Great Room. Sunday chapel services and SORA board meetings are exempt. Please contact Tabby Alford at ext. 8460 with questions about room reservations.

## **Water Bibbs & Hoses**

On Monday, October 30, maintenance will begin turning off all water bibbs and disconnecting outdoor hoses. Please allow entrance into your homes so they can accomplish this task. Questions should be directed to ext. 8477.

## **Mailroom Door Closure**

The automatic doors in the mailroom will close for the season on Wednesday, November 1. Please use the main entrance doors or scooter room/gallery doors. Signage will be posted.

## **Resident Satisfaction Survey**

The resident satisfaction surveys for Independent Living and Personal Care residents will be distributed next week. We ask that you complete the survey by November 30. This year, we are piloting a new, shorter paper-only format. Each question will have space for comments. No online option available this year. Independent Living surveys will be placed into each pigeonhole in the mail room. Personal Care surveys will be distributed to residents (or responsible parties) by Lori Greer.

- Please complete the paper survey and mail it directly to the UPMC Senior Communities corporate office by using the pre-addressed, postage-paid envelope provided.
- Your participation is voluntary, and your responses are confidential.
- A summary of the data will be returned to Sherwood Oaks to review in early 2024.

Thank you in advance for completing this valuable tool. If you have any questions about the survey, feel free to contact Tabby Alford at ext. 8460.