

Front Office.....233-2340

Business Hours

Weekdays - 7:30 am to 5:00 pm

Saturdays - 9:00 am to 12:00 pm

During Regular Business Hours

Medical Emergency.....call 911 for ambulance

*Push emergency Care Point pendant or
bracelet to alert Evergreen Charge Nurse*

Personal Emergency

Evergreen Nurse.....379-8717

Building Emergency (plumbing, heating, etc.)

Front Office calls Maintenance.....233-2340

General Questions

Village/Manor Apt Manager.....237-6220

Evergreen Homes Manager.....237-6230

After Regular Business Hours

Medical Emergency.....call 911 for ambulance

*Push emergency Care Point pendant or
bracelet to alert Evergreen Charge Nurse*

Personal Emergency

Evergreen Nurse.....379-8717

Building Emergency (plumbing, heating, etc.)

Nurse calls Maintenance.....237-6250

Phone numbers - Emergencies

Front Office.....233-2340

- Mail and Stamps
- Copies and faxes
- Resident funds
- Event sign-up
- Check cashing (up to \$50)
- Notary services

Resident Fund Accounts

Set up a Resident Fund Account at the Front Office and eliminate the need to keep large amounts of cash on hand. Complete a Resident Fund Delegation Form for this no-charge service.

Billing Services

Accounts Receivable Clerk.....237-2113

Business Resources Manager.....237-2111

Computer Services

- Computers w/Internet in Manor Building lounges
- Personal computer set up
- Computer trouble shooting
- Connecting to wireless Internet
- Computer classes

Information Services Coordinator237-2114

Health Services

- 24-hour access to Campus Health nursing services
- Individualized service management

Campus Nurse.....379-8717

Independent Living Manager.....237-6220

Front Office - Accounts

Billing - Computers - Health Services



Beauty/Barber Salon — Uniquely You

On campus hair, nail and massage services

For costs and appointments.....237-2170

Fitness & Aquatic Center

- **Pool Hours:** Weekdays - 7:30 am to 4:30 pm

- **Fitness Center Hours:** 24 hours/7 days/week

Fitness & Aquatic Center Manager.....237-2160

Spiritual Services

Chapel services weekly, personal visits

Chaplain.....237-2153

Shopping at Evergreen

- **Sunshine Gift Shop**

Weekdays - 8:00 am to 4:00 pm

Saturdays - 9:00 am to 12:00 noon

- **Manor Mart Resale Shop**

Wednesdays - 9:00 am to 4:00 pm

Donations of clean, used items accepted anytime.

Concerns and Appreciation

- **For immediate concerns:**

Village/Manor Apt Manager.....237-6220

Evergreen Homes Manager.....237-6230

Campus Nurse.....237-6260

- **Other concerns:** Concern Cards located in wall racks around the building for written concerns

- **Appreciation:** Thank you notes located in wall racks around the building to express appreciation to staff

- **No Tipping Policy** — Gifts in honor of staff may be made to the Evergreen Foundation or Residents Council Employee Appreciation Fund.

Salon - Fitness - Spiritual Services Shops - Concerns and Appreciation

Transportation

- Scheduled group transportation on our Evergreen bus, no charge
 - Personal service in Evergreen van, charges apply. If preferred, make personal arrangements with city bus, cab or Cabulance.
- Front Office for appointments.....233-2340

Dining Services

The GardenSide

- Restaurant-style dining, take-out also available
 - Hours - 7 days a week
 - 7:30 am to 9:00 am
 - 11:30 am to 1:30 pm
 - 5:30 pm to 7:00 pm
 - Service window purchases also available:
 - small grocery items, select prepared food items, paper products
- Meal Delivery.....237-2144

Creekview Café

- Casual dining indoor, outdoor or take-out
- Located in Creekview Center
- Hours (closed weekends)
 - Weekdays only - 9:00 am to 4:00 pm

Evergreen At Home (EAH)

Additional services may be available, such as:

- Homemaker
- Bathing
- Personal Caregiver
- Transportation

Information and costs.....237-2154

Evergreen Foundation

Vice President Foundation Advancement...237-2120

Transportation - Dining
Evergreen At Home - Foundation

Environmental Services

Regular Hours — weekdays 7:30 am to 10:00 pm

- Non-emergency work orders
(leave a message).....237-2158
- Building Services.....237-2143
- Grounds Coordinator.....237-2148
- Facilities Manager.....237-2147

After-hours building emergencies.....237-6250
(Nurse will contact Maintenance)

Life Enrichment and Volunteer Opportunities

- Refer to the *Kaleidoscope* resident newsletter
- Life Enrichment Manager.....237-2124
- Volunteer Resources Coordinator.....237-2126

Building Security

- Main entrances on Westfield Street and on Eagle Street at Creekview and Garden Place
Open 7:00 am to 9:00 pm
- Use key fob for locked entrances day or night.
- If necessary, use phones at main entrances to call staff for entry assistance.

Television

- Basic and standard Time Warner cable service
 - EVT Channel 123 or 955 – internal TV channel announcing activities, programs and more
- For assistance, place work order.....237-2158

Evergreen Therapy Services

- Weekdays - 8:00 am to 3:00 pm
 - Weekends as needed
- Physical, occupational, and aquatic therapy, and speech-language pathology.....237-2163

Environmental Services - Volunteers Security - Television - Therapy



Quick Reference Guide

1130 North Westfield Street · Oshkosh WI 54902
www.EvergreenOshkosh.com