

## **PLACES, EQUIPMENT & INFORMATION FOUND ON 1<sup>ST</sup> FLOOR**

- 1. Security/Reception Desk:** Bryce Scholar, Manager, Security Services & Reception Desk. Notify Reception Desk to: obtain help, raise any security question, get internal mail, report absence from GHBC overnight (sign appropriate sheets when absence is five days or longer in order to get reimbursement), mail large envelopes, pick up West Winds and menu each Saturday, check for lost articles, use fax machine service etc. Residents should check Reception Desk every several days to retrieve information from their Reception Desk mailbox. Monthly bills are placed in Reception Desk mailboxes.
- 2. Art Center & Gallery:** Anthony Brock, Coordinator. Available Mon-Fri, 9am-5pm. Art Center & gallery open 24/7. Check West Winds for programs, classes and exhibitions.
- 3. Library:** Learn what is available; how to sign materials out, how to order books, how to donate books and how to exchange/trade paperbacks. Tapes, talking books and DVDs are available along with three major newspapers which are to be read in the library.  
**Volunteers staff the office at the following times: M, Tu, Fri, 10-11:30am, Wed and Thurs 1-3pm.**
- 4. Residents' Business Office:** Equipment available for use by all residents includes copier available at ten cents per page and computer. Residents are encouraged to drop off: non-perishable food beyond expiration date for donation to food distribution organizations, box tops, batteries, ink cartridge, eye glasses, etc. Sign-up for trips.
- 5. Mail Room:** Postal boxes for residents as well as information boards, posters or drop-off boxes for the following: Check Drop Box, Gift Fund Drop Box, GHBC In-House Events, Off-Campus Events, Local Community Events and Death Notices.
- 6. Transportation Office: Arrange group transportations.**
- 7. Medical Claims:** Pam Mittlieder. Residents should visit Medical Claims to provide proper paperwork associated with their medical insurance.

This facilitates payment of the reimbursement of medical benefit claims to GHBC. Mon-Wed. 9am-12n Walk-in. 1:30-5pm by Apt. Closed Th-Fri

- 8. Catering Manager:** Robin Norman. Part of Dining Services. Specializes services for meetings, weddings, birthdays and special events and Memorial Service Receptions.
- 9. Dining Services:** Peter Moutsos, Director of Dining Services.
- 10. Resident Services:** Tiffany Proctor, Director; Elizabeth Whitehouse, Cultural/Events Services Manager. Provides recreation and leisure programs that promote the overall wellness and enrichment of the GHBC community.
- 11. Volunteer Office:** Greta Christ, Volunteer Coordinator. Part of Resident Services. Manages volunteer opportunities both within and outside GHBC for residents as well as obtaining outside volunteers to support residents within GHBC. Mon 10am-4pm, Tues & Wed 1-6pm, Thur 3-7pm
- 12. Board Room:** Available for scheduling meetings, special events, etc.
- 13. Game Room and Card Room:** Available for poker, ping pong, scrabble, table pool, etc.
- 14. The Pool:** The name of the Lifeguard of the day is posted on board. Open Mon-Sat, 7am-3pm. Closed for lunch 1130-1230
- 15. Fitness Center:** Open 24/7, Sherry Compton and Richelle Dickerson, Fitness Specialists. See West Winds for list of weekly organized physical fitness programs. Class schedule of all programs available at Fitness Center desk. Residents must obtain doctor's signature to use the center and must sign in every time they use the facility.
- 16. Rehab Center:** Contract Service. Flagship Co.
- 17. Clinic:** Doctors, nurses and dentists. Turn in unwanted pills and medicines to this office.

**Updated: 1 July 2019**