

November 2, 2021

Communiqué

North and Glen Power Outage

On Tuesday, November 9, 2021, from approximately 8:00 AM to 12:00 PM (noon), there will be a planned electrical power outage for the North and Glen. The power outage is necessary to perform preventative maintenance and testing work on some of the electrical equipment that feeds power to various buildings on Manor campus.

The power outage will impact the following areas:

**Manor North –F, G, H, I, J, K, L, M, N & Core
The Glen**

The following items will be affected at these buildings:

Manor North

Individual Apartments

- All IL apartments will be without power, including apartment heating/air conditioning equipment.
 - ◊ We recommend that you minimize opening your refrigerator/freezer during this power outage.
- Televisions will not function. You may need to re-scan your television's channels in the unlikely event that you are missing certain channels following the outage.
- Computer and network connections within apartments will not function.
- Apartment smoke detectors may not function.
- Nurse pull cord systems will function.
- Direct connected telephones will continue to function; cordless telephones will not function.
- Toilets will continue to function.
- All apartments will have cold water; apartments will not have hot water.
- Residents in need of power for medical equipment (i.e. oxygen) should contact the Residential Nursing Office in advance to assist with special arrangements.

Common Areas:

- Most of the Manor North Core will have power via emergency generator.
- Hallway lighting will continue to function.
- The mailroom, bank, and William's Apothecary will have power.
- Elevators in knuckles F/G/H and M/N/K will continue to operate via emergency generator power. All of the other elevators at North will not operate.

(over please)

- Corridor areas will be without power (including the train room, common node areas, the computer room, etc.).
- The Dining Room will be open.
- The following areas will be closed:
 - ◇ North Swimming Pool
 - ◇ Laundry Rooms
 - ◇ Woodshop
 - ◇ Beauty Shops
 - ◇ Residential Nursing Office
 - ◇ Overlook Coffee Shop

The Glen

- The majority of The Glen is on emergency power and should be minimally impacted.

In the event of rain on Tuesday, November 9, the power outage will be re-scheduled to Wednesday, November 10. Please check the In-house Information Channel for further updates.

We realize that this will cause some inconvenience to you and we thank you in advance for your cooperation and patience as we complete this scheduled maintenance work.

Jim— Jim Tracy, Senior Director of Property Management & Services

Bookkeeping Office Hours

Due to the open Lakes Campus Bookkeeping position, adjustments are being made to Bookkeeping Office hours on both campuses. Katie Rathman, current Manor Campus Bookkeeper, will be covering both campuses. Katie's schedule will be:

- Lakes Bookkeeping Office – Monday & Wednesday
- North Bookkeeping Office – Tuesday & Thursday
- Spring Run Bookkeeping Office – Friday

Regardless of the office she is working out of on any given day, Katie will be available via phone (717.464.6013) or email (krathman@willowvalley.org) to address bookkeeping concerns.

Marsha— Marsha A. Kauffman, Controller