

The Handbook

For the

Davenport Retirement Village

Guidelines for pleasant community living at
“The Village”

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Welcome to

The Davenport Retirement Village

It is the desire of the residents and staff at the The Village to make your life here enjoyable and pleasant. This guidebook will help maintain a friendly atmosphere amongst everyone. These guidelines are made for the protection of all residents, the protection of expensive equipment that we all enjoy, and the protection of each person's privacy. Each resident is charged with the responsibility of seeing that these guidelines are adhered to by all people on the premises. Thank you for helping to make the Davenport Retirement Village a wonderful place to live.

RESIDENCY QUALIFICATIONS:

One of the Residents in each unit must be at least 55 years old.

Must be independent: able to independently address areas of personal hygiene, bathe, dress, cook, eat, come to meals, etc.

Exceptions to above qualifications:

If a resident is unable to function independently, either for a short time or for an extended period, it is the responsibility of the resident and/or the resident's family to make arrangements for providing the necessary services for maintaining independent living. This may be done either through help from family members or the hired services of assistants (i.e. hired persons to help with cooking, house cleaning, bathing, medicine delivery, etc.) Notification must be given to Management as to help/hired service assistance to resident.

For the welfare of the Resident, the DRV shall have the right to notify family and request a physician's evaluation of the resident to determine if the resident can live independently. The DRV can request that the resident be removed from the DRV if such evaluation is deemed unable to live independently.

The DRV has a wheelchair for DRV emergency use. It is made available on a daily or short-term loan to residents who need it while they await delivery of their own personal wheelchair be purchased or rented. The use of a wheelchair is still considered independent living if the person can use the device alone.

MEALS AND DINING

The staff is responsible for providing a nutritious well-balanced meal daily, seven days a week including Sundays and holidays. This is usually an evening meal served at 5:30 pm.

Meals will be served in the dining room to encourage a sense of community and fellowship.

NO FOOD will be taken from the dining room after the meal, except desert.

Menus will be posted at the bulletin board.

Resident must notify the kitchen staff **by noon** of changes in meal arrangements whether checking **on or out**.

Only food preparation staff members may be in the kitchen area from 4-7 pm. Residents may use the kitchen at other times by making arrangements through the cook so as to avoid conflicting schedules.

Doctor prescribed special diets - If special diets are required to be prepared for the evening DRV meal, this may only be written doctor's orders. Special diets may require additional fees for the purchase/preparation of specialty foods not regularly part of the menu. Personal food preferences (simple likes and dislikes) cannot generally be accommodated for this group meal.

Meals during brief illness - Guests are welcome to have meals in the dining room with the residents subject to space availability. Reservations for dinner should be made 24 hours in advance of dinner or sooner if at all possible.

EMERGENCY ASSISTANCE

Emergency response cords are located in each unit. When an emergency arises, the cord can be pulled. The system sends a signal to the staff office to summon emergency assistance 24 hours a day. It will be at the discretion of management as to whether the 911 emergency system needs to be activated as well. This system is to be used only for true **EMERGENCY** situations. For other needs, please contact the office by telephone at 509-725-2535.

MOBILITY

Our facility is for independent living and therefore, has no group owned van or bus. Persons needing transportation to shopping, appointments, etc. will find these services available through the Senior Center bus or from hiring a personal driver. Similar services are available at assisted living facilities or nursing homes in our area if residents no longer qualify for independent living.

Pharmacy delivery is available from both Davenport drug stores upon request. Church service rides are available by contacting any of the local congregations.

If residents need a ride for personal business, and cannot locate a driver to hire, they may choose to secure services of DRV management as time is available when they are on duty.

BULLETIN BOARD

Menus and available activities are posted on the bulletin board near the dining room entrance. Residents are encouraged to join in group activities such as BINGO events, weekly coffee hours, weekly Bible study, movies, birthday parties, cards, crafts, exercise sessions, etc.

COMMON AREA

The common areas (grounds and public areas) are the responsibility of the Davenport Retirement Village staff. Village residents have specific areas around their individual residences that may be personalized with

the consent of the manager. If you are unsure of the area that you may personalize, please contact the manager.

SECURITY

The side doors are locked twenty-four (24) hours a day. The front door is open until 9:00 pm. Residents are encouraged to lock their doors when they leave their units for any length of time. If you notice someone that you think is suspicious, please contact the manager immediately.

FITNESS & HEALTH

Personal Health File: The DRV office will provide a health file for each resident. This file holds information for paramedics and pertinent medical information. It is you and your family's responsibility to always keep the medication and health information current. Each January, DRV staff will conduct an annual review of the information with all residents.

Family Notification Records: Each resident is asked to provide telephone numbers of family members or friends to contact in cases of emergency. Family members who are on vacation are responsible for notifying the DRV management and providing alternative emergency contacts.

Exercise Room: This room in the Davenport Retirement Village is available to all residents to use at their own discretion.

Walking Paths: The hallway is a great all season walking path. Twelve times around the inner court will equal a mile of comfortable walking year around.

Blood Pressure Checks: Blood pressure checks are provided free by the management at the nurse's office near the dining room.

MAINTENANCE & UTILITIES

Service Upkeep: You may call the DRV office directly by dialing 509-725-2535. If you detect any faulty equipment within the DRV or your own unit that you consider to be of an emergency nature, please report this immediately to the manager. All of us working together will help maintain the optimum safety.

Trash Collection: Residents are responsible for removing trash from their unit to the disposal area. All garbage must be in tied plastic bags. Newspapers are collected in a separate area for recycling.

Telephone: Each unit is equipped with a telephone line. Billing is individual to each resident. Additional lines for computer or other use are at resident's expense.

Television: Each unit is supplied with basic cable channels providing a wide variety of programming options. Subscription to additional programming is at the resident's expense.

Light Bulbs: These are replaced by the manager. Just ask.

Major Appliances: Stoves, refrigerators, hot water tanks, furnace, air conditioner, exhaust fans, washer and dryer, are maintained by the DRV. Please notify the manager promptly if you experience difficulty with any of these appliances.

Furnace Service: Filters are checked regularly on a schedule by the manager.

Electricity Outage: Each resident is encouraged to maintain working flashlights for the rare possibility of temporary power outages. Emergency lighting in the hallways is automatic when the electricity flow is interrupted.

GARAGES

Some units have personal garages included. General upkeep of the garage is the responsibility of each resident. Care should be taken to remove all litter and garbage promptly to discourage rodents and avoid fire dangers.

SPECIAL SERVICES

Beauty Salon: Is available on site. Residents must contact their own beautician to provide services using the beauty salon facilities.

Postal Service: Mail is delivered to the DRV in locked private postal boxes located near the main entrance. Stamps may be purchased by request from the postal delivery person.

NO SMOKING

This is a non-smoking facility. There will be no smoking in the building.

PETS - Pets are not allowed.

BUSINESS OPERATIONS & COMMUNICATION CHANNELS:

DRV Board of Directors: The Davenport Retirement Village is a non-profit organization which is directed through a non-paid “volunteer” elected Board of Directors. The board membership consists of 5 persons who represent resident families, 4 persons from the Davenport community at-large, and 1 person who is a current resident of the Village. The two staff managers are ex-officio board members, as well. The board conducts business through a monthly meeting, which is currently held the second Tuesday of each month at 7:00 am. All regular meetings are open to residents and their families. Policies are determined by the board of directors and any requests for exceptions must be submitted to the board for approval. The board member who is a current Village resident is expected to relay pertinent information to the other residents either at the dining room or at a special “town hall” meeting. In January, the annual meeting, which reviews all the official business for the calendar year is held in the dining hall following the residents’ evening meal. At this annual meeting, the current board of directors present the new budget and elects new board members. All residents are encouraged to attend.

Sunshine Fund: The residents voluntarily donate to the sunshine fund for flowers, cards, gifts, and other special occasions agreed to by their town hall meetings.

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