

# Frequently Used Numbers 12/22/2017

## INDEPENDENT LIVING

|                 |                              |         |  |
|-----------------|------------------------------|---------|--|
| Steve Colwell   | Executive Director           | x4-9011 | <a href="mailto:StephenColwell@hsl.harvard.edu">StephenColwell@hsl.harvard.edu</a> |
| Emily Berkowitz | Sales & Operations Assistant | x4-9035 | <a href="mailto:emilyberkowitz@hsl.harvard.edu">emilyberkowitz@hsl.harvard.edu</a> |

## ONE STOP-SHOP

**4-9500**

**PLEASE CONTACT ONE STOP-SHOP FOR ALL ENGINEERING, HOUSEKEEPING, IT, TRANSPORTATION WORK ORDER REQUESTS AND TO RESERVE A ROOM or ROOMS IN THE GUEST HOUSE.**

## FACILITIES / HOUSEKEEPING

|               |                                    |         |  |
|---------------|------------------------------------|---------|--|
| Tom West      | Director of Environmental Services | x4-9152 | <a href="mailto:Twest@hsl.harvard.edu">Twest@hsl.harvard.edu</a>               |
| Shirley Borel | I.L. Housekeeping Supervisor       | x4-9042 | <a href="mailto:ShirleyBorel@hsl.harvard.edu">ShirleyBorel@hsl.harvard.edu</a> |

## SECURITY

|                                    |                                    |                |  |
|------------------------------------|------------------------------------|----------------|--|
| <b>Emergency</b>                   |                                    | <b>x4-9911</b> |  |
| <b>Non Emergency</b>               |                                    | <b>x4-9260</b> |  |
| Victor Furtado                     | Security / Transportation Director | x4-9252        | <a href="mailto:VictorFurtado@hsl.harvard.edu">VictorFurtado@hsl.harvard.edu</a> |
| Medical Appointment Transportation |                                    | x4-9500        |  |

## COMMUNITY LIFE

|                             |                                 |         |   |
|-----------------------------|---------------------------------|---------|---|
| Member Services Coordinator | Icarda Saint Louis              | x4-9500 | <b>ONE STOP-SHOP</b> (call to submit requests for I.T. -computer, telephone and tv-, <b>Engineering, Housekeeping and Transportation Requests</b> ) |
| David Raider                | Director of Community Life      | x4-9212 | <a href="mailto:DavidRaider@hsl.harvard.edu">DavidRaider@hsl.harvard.edu</a>  |
| Janet Gottler               | Community Care Advisor          | x4-9214 | <a href="mailto:JanetGottler@hsl.harvard.edu">JanetGottler@hsl.harvard.edu</a>  |
| Rabbi Judi Ehrlich          | Rabbi/Chaplain                  | x4-9213 | <a href="mailto:JudiEhrlich@hsl.harvard.edu">JudiEhrlich@hsl.harvard.edu</a>  |
| Nancy Sullivan              | Move In/Welcoming Administrator | x4-9231 | <a href="mailto:NancySullivan@hsl.harvard.edu">NancySullivan@hsl.harvard.edu</a>  |
| Pam Markson                 | Program Specialist              | x4-9215 | <a href="mailto:PamMarkson@hsl.harvard.edu">PamMarkson@hsl.harvard.edu</a>  |
| Christina Rice              | Fitness Director                | x4-9311 | <a href="mailto:ChristinaRice@hsl.harvard.edu">ChristinaRice@hsl.harvard.edu</a>  |
| Rhetta Johnson              | Member Services Manager         | x4-9083 | <a href="mailto:RhettaJohnson@hsl.harvard.edu">RhettaJohnson@hsl.harvard.edu</a>  |
| Shanelle Peoples            | Concierge                       | x4-9240 | <a href="mailto:Shanellepeoples@hsl.harvard.edu">Shanellepeoples@hsl.harvard.edu</a>  |
| Brendan Kearney             | Member Services Liason          | x4-9733 | <a href="mailto:BrendanKearney@hsl.harvard.edu">BrendanKearney@hsl.harvard.edu</a>  |
| TRIP HOTLINE                |                                 | x4-9218 |   |

## FOOD AND BEVERAGE

|                               |                              |         |   |
|-------------------------------|------------------------------|---------|---|
| Centro/Copper Beech           |                              | x4-9100 |   |
| Centro Take Out               |                              | x4-9207 | All orders placed between 3 - 4:30 pm <b>must be</b> picked up or delivered between 5 - 5:30 pm<br>All orders placed between 6:30 - 7 pm <b>must be</b> picked up or delivered between 7 - 8 pm |
| Nosh                          |                              | x4-9101 |   |
| Treats                        |                              | x4-9103 |   |
| Sal Filetti                   | Director of Food & Beverage  | x4-9121 | <a href="mailto:SalFiletti@hsl.harvard.edu">SalFiletti@hsl.harvard.edu</a>  |
| Joan Grant-Mann               | Catering Sales Administrator | x4-9131 | <a href="mailto:JoanGrantMann@hsl.harvard.edu">JoanGrantMann@hsl.harvard.edu</a>  |
| Sue Courtney & Andrea Bergner | Centro Managers              | x4-9137 | <a href="mailto:SueCourtney@hsl.harvard.edu">SueCourtney@hsl.harvard.edu</a><br><a href="mailto:AndreaBergner@hsl.harvard.edu">AndreaBergner@hsl.harvard.edu</a>                                |
| Joel Jones                    | Nosh / Treats Manager        | x4-9128 | <a href="mailto:JoelJones@hsl.harvard.edu">JoelJones@hsl.harvard.edu</a>  |

## GUEST HOUSE

|                    |                         |         |  |
|--------------------|-------------------------|---------|--|
| Shanelle Peoples   | Guest House Manager     | x4-9500 | <a href="mailto:Shanellepeoples@hsl.harvard.edu">Shanellepeoples@hsl.harvard.edu</a> |
| Meadow View Room   | Key # 3 --- 1 Queen     | x4-7495 | <b>Check in: 2 pm</b> <b>Check out: 12 noon</b>                                      |
| Dedham Room        | Key # 2 --- 2 Twin Beds | x4-7496 |  |
| Charles River Room | Key # 1 --- 1 Queen     | x4-7497 |  |

## MULTIGENERATIONAL PROGRAM

|                |                             |         |  |
|----------------|-----------------------------|---------|--|
| Lynda Bussgang | Multigen. Program Manager   | x4-9217 | <a href="mailto:LyndaBussgang@hsl.harvard.edu">LyndaBussgang@hsl.harvard.edu</a> |
| Marianna Mapes | Multigen. Program Associate | x4-9936 | <a href="mailto:mariannamapes@hsl.harvard.edu">mariannamapes@hsl.harvard.edu</a> |

| <b>SALES AND MARKETING</b>              |                                   |              |  |
|---|-----------------------------------|--------------|--|
| Sheila Waxman                           | Director of Sales                 | x4-9031      | <a href="mailto:SheilaWaxman@hsl.harvard.edu">SheilaWaxman@hsl.harvard.edu</a>           |
| Lisa Lee                                | Sales Counselor                   | x4-9029      | <a href="mailto:Lisalee@hsl.harvard.edu">Lisalee@hsl.harvard.edu</a>                     |
| Jes Morales                             | Sales & Operations Assistant      | x4-9034      | <a href="mailto:jesicamorales@hsl.harvard.edu">jesicamorales@hsl.harvard.edu</a>         |
| I.L. Sales                              |                                   | x4-9020      |  |
|   |                                   |              |  |
| <b>HEALTH CARE CENTER</b>               |                                   |              |  |
| Hebrew Rehab Center at NewBridge        |                                   | x4-9700      |  |
| NBOC Medical Practice                   |                                   | x4-9600      |  |
| Outpatient Rehab                        | Physical / Occupational           | x4-9630      |  |
| RSU (In-Patient)                        | Rehab                             | x4-9757      |  |
| RSU & LTC Admissions                    | Lauren Hill                       | x4-9625      | <a href="mailto:LaurenHill@hsl.harvard.edu">LaurenHill@hsl.harvard.edu</a>               |
| Gift Shop                               | (Near security)                   | x4-9850      |  |
| <b>HOME HEALTH</b>                      |                                   |              |  |
| HSL Home Care                           |                                   | x4-9900      |  |
| HSL Private Care powered by HouseWorks  |                                   | 617-928-0701 |  |
| <b>INFORMATION TECHNOLOGY (IT)</b>      |                                   |              |  |
| TVs, Telephones and IT                  |                                   | 4-9500       | <a href="mailto:NbocMemberSupport@hsl.harvard.edu">NbocMemberSupport@hsl.harvard.edu</a> |
| <b>ASSISTED LIVING</b>                  |                                   |              |  |
| Receptionist                            |                                   | 4-9400       |  |
| <b>FINANCE</b>                          |                                   |              |  |
| Carole Johnson                          | Director of Finance               | x4-9081      |  |
| Jason Weeks                             | Senior Staff Accountant           | x4-9085      | <a href="mailto:JasonWeeks@hsl.harvard.edu">JasonWeeks@hsl.harvard.edu</a>               |
| Orthelande Jean                         | Staff Accountant                  | x4-9087      |  |
| <b>Rachel Ide</b>                       | <b>Independent Living Billing</b> | x4-9287      | <a href="mailto:rachelide@hsl.harvard.edu">rachelide@hsl.harvard.edu</a>                 |
| <b>NBOC Dedham Savings Bank Hours</b>   |                                   |              |  |
| Monday - 9 am to Noon                   |                                   |              | <b>Fitness Center Supervised Exercise Hours 4-9311</b>                                   |
| Wednesday - Noon to 3 pm                |                                   |              | Monday 8:30 am-12:00 pm & 1:00 pm-3:00 pm  |
| Friday 9 am to Noon                     |                                   |              | Wednesday 8:30 am-12:00 pm & 1:00 pm-3:00 pm   |
| <b>781-326-4325</b>                     |                                   |              | Friday 8:30 am-12:00 pm & 1:00 pm-2:00 pm  |
|   |                                   |              | Pool Hours 7 days a week 5 am-10 pm (with ID)  |
| <b>Salon Bella Vita Hours 4-9300</b>    |                                   |              |  |
| Tuesday 9 am-2 pm                       |                                   |              | <b>Centro Hours 4-9100</b>   |
| Wednesday - 9 am-4 pm                   |                                   |              | Monday-Friday Lunch 11:30 am-1:30 pm   |
| Thursday 9 am-4 pm                      |                                   |              | Monday-Saturday Dinner 4:45 pm-8 pm  |
| Friday 9 am-4 pm                        |                                   |              | Sunday Brunch 10:00 am to 1:00 pm  |
|   |                                   |              |  |
| <b>TREATS Hours 4-9102</b>              |                                   |              |  |
| Monday-Friday 9 am - 7:30 pm            |                                   |              | <b>NOSH Hours 4-9101</b>   |
| Saturday 10 am - 7:30 pm                |                                   |              | Monday-Saturday Deli 11:30 am-7:30 pm  |
| Sunday 10 am - 6:30 pm                  |                                   |              | Sunday Lunch 11:30 am to 6:30 pm   |
|   |                                   |              | Monday-Friday Buffet Dinner 5:00 pm to 7:30 pm   |
| <b>Gift Shop (Near Security) 4-9850</b> |                                   |              | Sunday Buffet 4:30 am to 6:30 pm   |
| Monday-Friday 10 am-4 pm                |                                   |              |  |
| Sat & Sun 11 am-3 pm                    |                                   |              |  |