

Welcome to St. Mark's Home

We hope you will soon come to feel that St. Mark's is your home. There are differences between residential living and living in your own home. As an aid to assist you in settling in, we have compiled the following guidelines.

The porch on Pleasant Street is the main entrance. There is an entrance from the parking lot. As a safety precaution the person on duty will open either the Pleasant Street door or the back door after you ring the doorbell.

St. Mark's Home for Women is nondiscriminatory of age, race or religion.

ADMISSION

The Administrator interviews applicants and the Admissions Committee assists in determining rent and fulfillment of health requirements.

DISCHARGE

The Administrator works with sponsors and the Admissions Committee: discharge may be due to the following:

1. inability to follow guidelines of the home
2. incompatibility
3. destruction of property
4. danger to oneself or to others

CONFIDENTIALITY

A consent form is signed to insure private information is shared only with appropriate parties.

ROOM RATES

Rates are determined by the room's size and location as well as by the individual income.

Rates include 3 meals, an afternoon tea, linens, basic housekeeping, biannual room cleaning, mail service, and 24-hour security.

- Rent is paid at the beginning of each month
- If a resident leaves for a period of time, the rates do not change
- A down payment may be needed to ensure your room

PARKING

We have limited parking and will do our best to reserve a parking space for all residents. The parking lot is for STAFF & RESIDENTS. Guests will park on the street.

ADDITIONAL FEES

Cable TV, personal telephone, A/C, and room upgrades. (Such as special outlets, lights, etc.)

All doors will be locked during the evening and at night.

ROOM MAINTENANCE

Residents may add ceiling fans, outlets and air conditioning power at their own expense.

Fixtures may not be removed when a resident leaves.

Residents may have a telephone installed and are responsible for installation and fees.

Residents purchase personal adaptive equipment, paper towels and light bulbs for their rooms.

Bathrooms will be maintained and products furnished by St. Mark's Home.

St. Mark's Home's maintenance man may do tasks for residents, but the home does not pay him for that time. Example: hang pictures, fix beds, hang shelves, etc. Tipping is acceptable.

ASSISTED LIVING

St. Mark's Home is licensed by the State of Maine as an "Eating and Lodging" facility.

"Assisted living" is not offered. Residents may hire outside assistance with any daily living needs such as laundry, bed changes, bathing, medication, errands, etc.

All fees for services will residents' responsibility.

SAFETY

In accordance with fire codes: no irons, coffee pots or heating sources in rooms

Quarterly fire drills

Keep a flashlight with active batteries in your room in case of power outage.

The generator may be used during power failure. (Heat, refrigeration, minimal lighting)

- Heat will be maintained at intervals when below 50 degrees.
- Lighting is maintained in the hallways only

After 24 hours without electricity, residents will be asked to go to alternate housing

Note: fumes from the generator are strong and each person must be responsible for considering alternate housing during the generators use.

STAIR CHAIR AND HANDICAP RAMP

Our back stairway has a stair chair of occasional use.

Residents must walk up and down the stairs unassisted every day

The handicap ramp is at the back of the home- adjacent to the parking lot.

SMOKING

There will be no smoking near the home. Designated spots are outside.

STAFF ASSISTANCE

The office has 24-hour staffing.

Every room has a "call bell" located near the bed. Push the red light to notify staff if you are unable to call for assistance. Staff may assist you in making calls for help.

CHAPEL

A church service is held each Wednesday at 9 AM. All denominations are welcome.

SIGN OUT BOOK

Please sign out when you leave and sign in when you return.

This helps the kitchen determine how many servings to prepare at mealtime.

SETTLING IN YOUR ROOM

Furnishing the room and moving furniture is the residents' and sponsors' responsibility.

The home may provide some furniture if any is available.

Pictures may be hung with discretion. No large holes please.

An inventory of furniture will be kept in your file.

Residents will pay for repairs to the carpets, plumbing and walls if damage is above and beyond "normal" wear and tear – determined by housekeeping and the Administrator.

The home will maintain the room – cleaning rugs, repair faucets, plugged drains, etc.

Residents make their own bed, dust and do their own laundry.

Rooms must be kept neat and clean to fulfill fire and health standards.

LAUNDRY

The utility room on the first floor has a washing machine, dryer and utility sink.

There is a small fee for the use. The machines are not to be used after 9:00 PM.

The washing machine and dryer may be used after the wait staff washes linens on Monday, Wednesday and Saturday.

An iron and ironing board are available on each floor.

PLEASE pick up the area, drain the iron and put cleaning products away after use.

CLIMATE CONTROL

Each room has a thermostat. Please be considerate and keep the room 75 degrees or lower.

Residents may pay for air-conditioning installation and maintenance as follows:

- Installed by a licensed electrician at your expense
- A monthly fee is added to rent – based on CMP projection. Approx. \$25
- Size: no greater than 110 AMP and 5000 BTU's.
- Use: May through October – a fee charged each month installed
- Bedroom doors must be closed during use
- Storage: in your closet or with family – not in the basement

MEALS

Breakfast – 8 AM Dinner – 12:00 Tea – 3:00 Supper – 5:30

St. Mark's does not prepare individual diets.

- If you don't care for the meal – cereal and toast are always available.
- You may supplement your dietary needs by having snacks of your own.
- Individual labeled products (such as Gatorade) may be stored in the kitchen and requested at meals. Let the wait staff know in advance.
- Store all other supplements in the refrigerator on your floor.
- The wait staff rings the bell at meal times.
- Please notify the office if you do not come to meals. Ex: sleeping in, not feeling well
- You must be fully dressed for meals

If you are ill, trays may be delivered upon request at the discretion of the Office staff.

Take a moment to review our "Daily Living Guidelines".

Alcoholic beverages in your room are prohibited unless prior approval/Dr. orders.

Please do not use the homes' glasses or silverware for your personal use. Bring your own.

For safety purposes, residents and guests are not allowed in the kitchen, unless invited.

DAILY LIVING GUIDELINES

Each resident must be able to manage independent activities of daily living as listed:

Dressing one self Personal hygiene Toileting

Managing stairs Managing ambulation Feeding ones self

Self-medication Go to meals without prompting

Personnel of St. Mark's Home do not assist with daily living needs.

Staff is not allowed to assist in picking up residents if they fall.

Residents are required to have yearly physicals.

Physical forms need to be filled out and signed by physicians and kept on file.

An extra copy of physicals will be in the office desk in a sealed envelope.

Consent of Release of Information will be signed and kept in each resident's file.

INJURY OR ILLNESS

St. Mark's Home is not responsible for residents' nutritional needs.

In the event of "reasonable cause" for illness, a tray may be taken to the room.

Meals need to be requested ahead of time by the resident.

Due to limited staff, meal service in rooms is inconvenient

- Meal service in a room can not exceed 2 days in a row or 6 meals a month
- After 6 meals or two days, the family/sponsor will be responsible for nutritional care.
- Any care during diagnosed illness or injury will be the family/sponsors responsibility.
- Home health services may be used.

Definition of sickness/illness will be left to the discretion of the Administrator.

Residents' medical information is confidential.

GENERAL INFORMATION

The home provides a hot pot for hot water in the utility room.

Garbage may be disposed of in the utility closets on each floor.

Linen (sheets and towels) is available once a week, upon request or on Fridays.

Soiled linen is to be put in the linen closet downstairs.

There is a room in the basement where suitcases and seasonal clothes may be stored.

There is space for 2 garment bags for each resident.

SPONSORS will be asked to store any other items.

Report room problems to the Administrator. Office Staff will leave notes for repairs.

SPONSORS

Sponsors are asked to help residents with all aspects of the residents' life. The sponsor may be needed for personal needs or care of the residents.

We hope your stay at St. Mark's Home is satisfying. The Administrator welcomes you to ask any questions and will be happy to address any concern or needs. We pride ourselves in making St. Mark's Home for Women feel like home. Welcome!