

# DOCTORS COMPLEX NEWSLETTER

July 2011

## RESERVED PARKING AVAILABLE IN DOCTORS BUILDING PARKING DECK



### BEAT THE HEAT THIS SUMMER! RESERVED PARKING SPACES AVAILABLE!

We have spaces available for rent in the gated parking area on the lower level of the deck. These spaces are available on a first come, first serve basis. Call 664-1812 to get yours today!

**REMINDER:** The 2<sup>nd</sup> level of the deck and the entire North Parking Lot are reserved for PATIENTS ONLY! If you work in Doctors Building, you may park on the top level of the parking deck. This area is also designated for Drug Reps, Interns & patient "overflow" parking. Please help us help your patients by communicating this policy to your staff & vendors.

If you park on the top level, we appreciate your cooperation in parking between the lines and not occupying more than one space.

## ON-SITE LUNCH PROGRAM

By now, we are hoping that everyone has had an opportunity to try out at least one of the four food vendors that are coming to the building and offering great food!

The food vendors set up a table in the west elevator lobby starting about 11:00 a.m. and remain until at least 1:00 p.m. to accommodate those of us who take late lunches!

If you haven't tried any of them out yet, please do. We have tried them all and have been very pleased with the quality of food prepared.

Make plans now to try one of them (or all of them) today!

### MONDAY

**Catering an Affair to Remember** just started this month and offers a variety of sandwiches, wraps, soups and "homemade specials" that will vary from week to week. We will post any new changes to the menus as they are provided.

### TUESDAY

**The Original Honeybaked Ham Company** was our first food vendor that started in April and continues to provide boxed lunches and salads for \$6.00!

### WEDNESDAY & FRIDAY

**Wanda's Elegant Catering** started in May and offers some of the best "home cooking" around. She offers a wide variety of sandwiches & wraps and usually offers a "special" of the day as well.

Wanda recently took over the vendor spot for Friday's as well!

### THURSDAY

**Big Daddy's Dogs** has been on-site since April and serves up a hot dog just about any way you could possibly want it! Look for Big Daddy's cart on the 2<sup>nd</sup> level of the parking deck. He will be set up right in front of the stairs (just to the left of the entrance from the north lot).

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DOCTORS BUILDING FOOD VENDORS



**Wanda's Elegant Catering**

*Wanda is on-site each **Wednesday and Friday**  
Visit her in the West Elevator Lobby 11 am-2 pm*



**Big Daddy's Dogs**

*Chris is serving up hot dogs/nachos & more each **Thursday**  
Visit "Big Daddy" on the 2<sup>nd</sup> level of the parking deck from 10 am – 2 pm*



**HONEYBAKED HAM**

*Offering boxed lunches & salads each **Tuesday** from 11 am – 1 pm  
**LOOK FOR A SPECIAL ANNOUNCEMENT IN THIS NEWSLETTER FROM HONEYBAKED!***

*Not Pictured in this Newsletter: Catering An Affair to Remember  
Offers a variety of homemade lunch specials & sandwiches  
Monday from 11 am – 2 pm*

A MESSAGE FROM.....

## HONEYBAKED.

9112 N Rodney Parham Road  
Little Rock, Arkansas 72205  
501-227-5555 501-227-8611

### Employee Purchase Program Special

I would like to extend this opportunity to you and your staff, for our Employee Purchase Program. As you know we offer this complimentary delivery to save time. I hope that this program information can be passed along to the rest of the staff, so they may take part in this convenient program. This program allows flexibility and convenience, with our Heat & Serve Products. This is a great alternative for lunch, with our Heat & Serve Meals. We are happy to promote this offer for everyone at specially discounted prices. We feature our Heat & Serve Sides 3 for \$19.99 and the third Free! You will see on our Promotional order form all of the items at discount.

Here are some features of convenience that this program offers:

- A chosen day at you and your staff's convenience, for us to be there to deliver the products.
- This program is to include our "World's Best Ham".
- Easy ordering Fill out the Order Form and Fax it back to us. And it will be delivered the next day on which you choose. **(Example; if your office has picked Friday as a delivery date, you would have all order gathered and faxed in By Thursday 6pm).**
- We will introduce orders that feature, our half hams, Bone-In Quarter Hams (Mini Hams) and our Boneless Half Hams.
- Our wide selection of our popular "Heat& Serve" side dishes and delicious desserts will be available.
- An undeniable convenience! Perfect for any day of the week; especially weekends! NO Cooking Just Heat & Serve, Less Time in the Kitchen and more time with the Family!
- Free Delivery!

There will be many products upcoming going forward to be announced.

Attached you will find the Promotional Flyer and the Order Forms.

Please feel free to call me so we may coordinate the best day to have the Employees receive their purchases at your respective location.

Sincerely,

Daniel Eaton, Store Manager  
THE HONEYBAKED HAM CO.  
9112 N Rodney Parham Road  
Little Rock, Arkansas 72205  
[lsr1201@hbham.com](mailto:lsr1201@hbham.com)

## HONEYBAKED.

CLICK ON THE ICONS & Connect with us!



**SHOP: IN-STORE- ONLINE - CATERING ONLINE-ON-SITE LUNCHES-EMPLOYEE PURCHASE PROGRAM-**

## **HONEYBAKED.**

9112 N. Rodney Parham Road  
Little Rock, Arkansas 72205  
501-227-5555 501-227-8611



PLEASE FILL OUT YOUR Order Form Completely, and Fax It over to us at:

**501-227-8611**  
**FREE DELIVERY!**

**ORDERS WILL BE DELIVERED**  
**On Specified date**

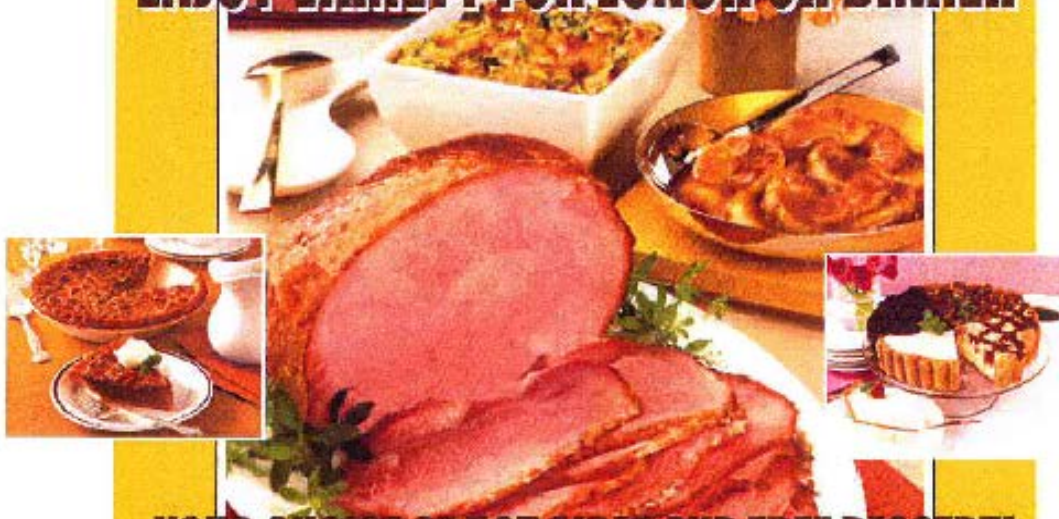
**Please Ensure you Complete your Name, date and location**  
**On Your Order Form**

**There is a 10 item minimum Order for Delivery Per Location**

**Please have Cash or Checks at the time of Delivery**

**Any questions please call 501-227-5555; The Store our Operators will be more than happy to assist you.**

# ENJOY VARIETY FOR LUNCH OR DINNER



## YOUR CHOICE OF HOT SIDES AND FREE DESSERT!

	<u>PRICE</u>
<input type="checkbox"/> Bone-In Half Ham (7-9 lbs)	\$45.00
<input type="checkbox"/> Turkey Breast- Choose Smoked and Roasted (2.75-3lb)	\$21.99
<input type="checkbox"/> Mini Ham (4-6 lbs)	\$34.99

**Hot Side Choices choose 3 for \$19.99 Get An Additional Side OR Dessert Choice Free**

<input type="checkbox"/> Mac and Cheese	<input type="checkbox"/> Cranston Apples	<input type="checkbox"/> Small Cheesecake Sampler
<input type="checkbox"/> Yukon Mashed Potatoes	<input type="checkbox"/> Sweet Potato Souffle	<input type="checkbox"/> Pumpkin Pie
<input type="checkbox"/> Potato Au Gratin	<input type="checkbox"/> Cornbread Dressing	<input type="checkbox"/> Pecan Pie
<input type="checkbox"/> Green Bean Casserole	<input type="checkbox"/> New York Cheesecake	
<input type="checkbox"/> Broccoli & Rice Casserole	<input type="checkbox"/> Large Cheesecake Sampler	

Please complete Below (Use Black ink, print clearly)

Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## WE STILL NEED VOLUNTEERS!

### Management Office seeking volunteers to service as Floor Wardens and/or Assistant Floor Wardens!

We are still attempting to recruit a few floor wardens and assistant floor wardens that would assist us (the Management Office) in the event we are required to complete a FULL BUILDING EVACUATION.

We are fortunate to have a building-wide paging system in the event of an emergency. This system will repeat selected messages until it is physically turned off. While it's important to make sure everyone has a chance to hear the message, the audio system announcement is not "people-proof". By that, I mean, that "people" do not always follow the procedures that are being announced overhead. For that reason, we feel this program will benefit everyone.

In the past, Doctors Building has typically had a Floor Warden and an Assistant Floor Warden on every floor. The duties of the Floor Warden and Assistant Floor Warden are the same. We feel that having 2 per wing/floor will not only make the evacuation process quicker but having 2 per wing/per floor will help in the event one of the wardens may be out on any given working day.

A Floor Warden is simply an individual that will (when asked by a member of Management) assist us in evacuating the building. Each volunteer will receive some type of garment (vest/armband) to wear so that everyone will know you are a designated Floor/Fire Warden. You will also receive a whistle (to assist you in getting peoples attention)! Once you have been advised by Management to evacuate, you put on your gear, grab your whistle, and go to each office on your floor (and in your wing) to make sure people are evacuating. You may work with the Assistant Floor Warden to divide up tenants on either side of the halls so that you are only responsible for one side (in addition to your own suite)!

Wheelchair patients would be directed to wait on the landing inside the stairwell until emergency personnel arrive to assist us with evacuating them. Should you have wheelchair bound patients that require assistance, you should notify Management to report your location and how many patients you have that require assistance.

There will be much more information shared with those individuals who do step up to take on this role. Once I have firm commitments from every floor, I will contact the Little Rock Fire Marshall and set up a couple of "lunch and learn" meetings to answer any questions you may have. How's free PIZZA sound?

The next page of this newsletter will show you what floors/wings I need filled as well as people that have confirmed they will assist us. May I put your name on that list too?

DOCTORS BUILDING – FLOOR/FIRE WARDEN’S

Floor/Building Location	Suite #'s	Floor/Fire Warden	Assistant Floor/Fire Warden
8 <sup>th</sup> Floor – East	801-802-804-808	Rick Jones, Suite 811	Rhonda Cash, Suite 804
8 <sup>th</sup> Floor – West	811-815		
7 <sup>th</sup> Floor – East	700-701-702-704-705-707-708	Justin McCullough, Suite 707	
7 <sup>th</sup> Floor – West	709-711-712-716-717-720	Kathy Gibson, Suite 709	
6 <sup>th</sup> Floor – East	600-605-606	Beverly Teasley, Suite 600	Darlene Overturf, Suite 600
6 <sup>th</sup> Floor – West	615	Linda Reynolds, Suite 615	
5 <sup>th</sup> Floor – East	500-505-506-508-509		
5 <sup>th</sup> Floor – West	511-512-514-515-516-517-519-521	Ronnie Stone, Suite 512	Cookie Stone, Suite 514
4 <sup>th</sup> Floor – East	400-405	Jo Lynne Varner, Suite 400	Aaron Nichols, Suite 400
4 <sup>th</sup> Floor – West	411-413-414-415-421-423	Anita LaMonica, Suite 414	Libby Jacobi, Suite 414
3 <sup>rd</sup> Floor – East	301-305-306-307-308	Marion Nixon, Suite 301	
3 <sup>rd</sup> Floor – West	311-316-317-318-319-321	Latitia Nichols, Suite 318	Debbie Hudspeth, Suite 311
2 <sup>nd</sup> Floor – East	200-207		
2 <sup>nd</sup> Floor – West	212-214-215-218-219-221		
1 <sup>st</sup> Floor – East	101-102-103-105-105A-108		
1 <sup>st</sup> Floor – West	114-119-121		
A-West	A-23; A-28		
A-East	A10-A11-A13-A16	Cheryl Rivers, A-11	Terri Madden, A-10

If you would like to serve as a Floor/Fire Warden or Assistant Floor/Fire Warden or if you have questions, please contact Terri at 664-1812 or email me at [tmadden@lrma.com](mailto:tmadden@lrma.com)



## **You are invited...**

**To Order Silpada Designs Jewelry  
in July and receive  
20% off on all retiring items!**

**Update your jewelry box,  
transform your wardrobe! Silpada is .925 sterling  
silver! It is Tiffany quality at a fraction of the price.**

**Hostess: Becky Kossover**

**Call or come by the OPEN HOUSE**

**Where:** 46 Westchester Ct. (right Off Taylor Loop  
Rd, 3 miles west of I-430, off Cantrell)

**When:** Fri. July 29, 11:30am to 5:30pm  
Sat. July 30, 11:00am-4:00pm

**Bring a friend!**

**Drop by and try on over 450 items!**

**Last chance to see over 250 retiring items!**

**No pressure & No presentation – just fun!**

If you can't attend but would still like to place an order,  
contact me for a catalog OR view the collection online

[www.mysilpada.com/becky.kossover](http://www.mysilpada.com/becky.kossover)

If you have questions, contact Becky at:

501-765-1516 or [becky.kossover@att.net](mailto:becky.kossover@att.net)



## CALENDAR OF EVENTS

### EVENT

PLACE: DOCTORS BUILDING

TIME 2:00 PM

**AUGUST 3, 2011 – AUDIO SYSTEM TEST**

### EVENT

PLACE: DOCTORS COMPLEX

**MONDAY, SEPTEMBER 5, 2011**

**LABOR DAY HOLIDAY**

DOCTORS BUILDING & ASO PLAZA BUILDING - CLOSED

### EVENT

PLACE: DOCTORS BUILDING

TIME 2:00 PM

**SEPTEMBER 7, 2011 – AUDIO SYSTEM TEST**

### EVENT

PLACE: DOCTORS BUILDING

TIME 2:00 PM

**OCTOBER 5, 2011 - AUDIO SYSTEM TEST**

### 2011 HOLIDAY SCHEDULE

Please notify the Management Office of your Holiday Closings so that we can ensure security of the building and make sure your suites are cleaned.

You may drop off the schedule, send by fax (664-9212) or email them to [tmadden@lrma.com](mailto:tmadden@lrma.com)

The Management Office will be closed on Thursday, November 24, 2011 for Thanksgiving.

The Management Office will be closed on Monday, December 26, 2011 for Christmas Day.

While the office is closed on the dates above, please note that maintenance is available 24/7 and will respond to emergencies. Please call 664-1812 for any maintenance issues after regular business hours and on weekends and Holidays.

### **AFTER REGULAR BUSINESS HOURS**

Management Office Hours: 7:00 A.M. to 4:30 P.M.  
Monday through Friday

After 4:30 p.m. phone calls are answered and handled promptly by our Answering Service. Please keep in mind that if you submit a work order to [workorders@lrma.com](mailto:workorders@lrma.com) after 4:30 p.m. that it may not be seen until the following business day. If you require maintenance after 4:30 p.m., please call our main office number 664-1812 and let the operator know your name, suite number and your maintenance request. The service will then page the maintenance man on site to address your request.

### **SECURITY**

Although rare, occasionally you may have a medical emergency or hostile situation in your clinic with a patient/visitor/employee. Please call 911 immediately to report the situation, and then call the management office to let you know you have called for assistance. The management office will report to the first floor to wait for emergency personnel and direct them to your suite. If you prefer to contact LRPD directly to request assistance, you may use the non-emergency (dispatch) number – 371-4617.

### **WE WOULD LOVE TO HEAR FROM YOU!**

Please remember to submit your ideas for articles, photos, new physician's, new employees, birthdays, anniversaries, new babies, research studies, etc.

If you have a specific time period you want your information to appear, please make that clear with your submission.

You may submit your ideas directly to Terri in Suite A-10. You can do this through the mail slot, or dropping it off on your way out. You may also submit this information by email to [tmadden@lrma.com](mailto:tmadden@lrma.com).

We hope you enjoy this issue and look forward to hearing from you soon.