Brumby Community Resident Guide 2017-2018

The Brumby Community Resident Guide is designed to supplement the policies found in University Housing’s Community Guide by providing information and resources specific to Brumby Community. Please note that Brumby residents are responsible for complying with all relevant policies.

Directory Information
Community Office telephone: 706-542-8250
Brumby 24-hour community desk: 706-542-8357
Community email address: brumsec@uga.edu

Area Coordinator
John Wright: 706-542-8250

Residence Hall Director
Hannah Mountford: 706-542-8250

Community Administrative Assistant
Marcella Smith: 706-542-8250

Custodial Supervisor
Sue Coleman

Skilled Trades Worker
Wayne Bennett

Have a maintenance issue in your room? Submit an online work request.

Policies and Procedures
Building Access Information
Residents can access Brumby Hall 24 hours per day. Residents must show their UGACard to the desk assistant in order to enter the living area of the building. The exterior doors near the community desk area are unlocked 24 hours per day. The exterior doors in the Brumby rotunda are locked from 11 pm-7:30 am During this time residents must enter in the exterior doors near the community desk.

Card swipe readers are installed at the main entry points of each hall. Residents must carry their UGA ID card at all times must have a valid sticker affixed to their card. This sticker has a one- to two-letter code that indicates the residence hall where the student lives. Residents must swipe your UGACard, enter their personal 4-digit PIN and press # to unlock the doors. Residents must set up their PIN number on the University Housing website.

Should residents have problems with the card swipe, they should notify the community administrative assistant. Students may also receive a new access sticker, should they be required to replace their UGACard, at the community office.

All guests must be claimed at the point of entry and must be escorted at all times by the person who claimed them while they are in the building. The person who claims a guest is responsible for
that person while they are in the building. This includes, but is not limited to, violations of university or housing policies.

Residents of Brumby Hall cannot be claimed as guests of another resident in Brumby Hall.

Visitation
• Monday through Thursday from 10 am to 2 am
• 24 hours beginning 10 am Friday to 2 am Monday (Sunday night)

Check-in/Checkout Procedures
Special check-in procedures are in place during opening. If you need to check in or out at a time other than normal opening days, please contact the Brumby Community Office at 706-542-8250 or contact your resident assistant.

Fire Evacuation
The following procedures should be observed for your own safety and protection in the event of a fire or fire drill. Be certain your roommate and your guests know what to do if such an occasion arises. The evacuation routes posted on your floor should always be used during fire drills, and, if possible, in the event of an actual emergency. IF YOUR NORMAL EVACUATION ROUTE IS NOT PASSABLE DURING AN ACTUAL FIRE, USE THE NEAREST SAFE EXIT AVAILABLE.

WHEN THE FIRE ALARM SOUNDS:
**Leave immediately**, no matter what you are doing. Leave your valuables, clothes, etc., in the room. If you don’t, it may be too late for you to get out of the building.
(A) Check to see if the door and doorknobs are hot before you open the door, if they are hot, do not open the door.
(B) If you can’t get out of your room, go to the windows and stand by for help from the fire department.
(C) Leave the lights on.
(D) Close the windows, leave shades up.
(E) CLOSE THE DOOR.

WALK OUT ACCORDING TO EXIT PLAN:
(A) Walk, don’t run or stampede.
(B) Watch out for other occupants in the hallways and stairs.
(C) Don’t cause a jam and possible injury to fellow occupants.
(D) Never use an elevator.

DO NOT TRY TO LOCATE OR FIGHT THE FIRE WHEN THE FIRE ALARM SOUNDS:
(A) By this time, it is usually too late to do any good, and you can be trapped inside.
(B) If you are not near your assigned exit, leave through the nearest safe exit.
(C) Report outside the building at YOUR ASSIGNED AREA according to the fire evacuation plan below. It is your responsibility to see that your presence is recorded.
(D) Remain for instructions.

FIRE EVACUATION PLAN
North Hallway (Rooms 01-14)   Meet at the fence next to the basketball court beside Brumby
East Hallway (Rooms 15-30)   Meet on the Brumby Beach between Brumby and Russell
South Hallway (Rooms 31-46)  Meet on the grass in front of the South Parking Lot
West Hallway (Rooms 47-62)   Meet on the West Parking Lot across Church Street

If a fire takes place during inclement weather, residents should move to the Creswell lobby and any overflow will be directed to the lobby of Mell and/or Lipscomb.

Keys: Lost
If you lose your room or mailbox key, please report it to the Brumby Community Office at anytime,
Monday-Friday, 8 am-5 pm There is a $45 lock security program fee for a lost key.

**Keys: Temporary Check Out**
Residents may check out a temporary room key from the community front desk. Residents may check out a key, free of charge, six times per academic year. After the sixth checkout, residents may be referred to the student conduct process for each additional key checkout. You may keep a temporary key for up to 24 hours. If you keep your temporary key out longer than 24 hours, your locks will automatically be changed, and you will be assessed a $45 lock security program fee.

**Mail**
Mail is delivered Monday-Friday. Mail is usually put out each day by 5 p.m. Mail can be picked up from your mailbox 24 hours per day. Packages that are too large for the mailbox can be picked up Monday-Thursday from 9 a.m.-7 p.m., Friday from 9 a.m.-5 p.m., and Saturday from 9 a.m.-12 p.m.

Mailboxes are located on the first floor just inside the security doors. Mailbox numbers correspond with your room number. You will receive a mailbox key at check in. Mail should be addressed as follows:

**Student Name**
Brumby Hall, Room #
615 Baxter St.
Athens GA 30609-4000

**Severe Weather**
In the event of severe weather, residents should go to the elevator landing on the second floor of Brumby Hall. Staff will direct residents from there. If the second floor fills up, residents will have to go to the third floor, and so on. Residents should not remain in their rooms and should get away from windows. The elevator landing is the safest place to be.

Residents are also encouraged to sign up for the UGA Alert Emergency Notification System, which will notify students in the event of a weather or other emergency as determined by the Office of Emergency Preparedness.

**Temperature Control**
Brumby’s heating and cooling system is a building-wide system. This means that the temperature is controlled by one unit throughout the whole building, not in individual rooms. Residents do have some control over the level of heat or cool air by adjusting the knob on your heating/air conditioning unit. If you experience problems with the temperature of your room, please turn in an online work request.

**Trash**
Residents are responsible for disposing of their trash in the trash chute on each floor or the dumpsters outside in the Brumby circle. Large items and pizza boxes should not be placed in the trash chute. At times the trash chute may be closed. During these times residents must take their trash outside to the dumpsters. Residents who fail to properly dispose of trash will be assessed a minimum administrative fee of $25 for trash removal.

**Locations**

**Computer Labs**
A computer lab is located in room 007 of the Brumby rotunda.

**Ice Machines**
Ice machines are located in the kitchens on floors 3, 5, 7 and 9.
Kitchens
Kitchens are located on the north wing of floors 3, 5, 7 and 9. Kitchens have a microwave, stove, sink and an ice machine. If you use the kitchen, please clean up after yourself and remove any dirty dishes when you are finished.

Laundry Rooms
Laundry rooms are located on the south wing of floors 3, 5, 7, and 9. There is no fee for the use of laundry machines. Problems with laundry machines should be reported to Caldwell & Gregory, whose number is posted in the laundry rooms.

Recycling
University Housing is committed to incorporating the principles of sustainability into our day-to-day operations. Recycling bins are located on each floor in Brumby Hall. Residents are encouraged to recycle and conserve water and electricity whenever possible.

Study Rooms and Lounges
Study rooms and lounges are located throughout the building. Please respect others using the lounges. Please clean up after yourself when using the lounges.

Vending Machines
Vending machines are located on the first floor by the community desk, as well as in the kitchens. Vending machines accept coins, bills, debit, credit, ApplePay and Bulldog Bucks. If a vending machine takes your money, you should report it to the community desk between 8 am and 5 pm, Monday-Friday.