



## **Brumby Community Resident Guide 2018-2019**

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](mailto: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

Jasmine Johnson

#### Skilled Trades Worker

Daniel Montgomery

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 when entering through the access control doors into the residential 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 through the exterior doors near the community desk.

Card readers are installed at the main entry points of each hall. Residents must carry their UGACard at all times and must have a valid sticker affixed to their card. This sticker has a one or two-letter code that indicates the residence hall where the student lives. Residents must place their UGACard near the reader then enter their personal 4-digit PIN and press # to gain access. Residents must set up their PIN number on the [University Housing website](#).

Should residents have problems with the card reader, they should notify the community administrative assistant. Students who replace their UGACard may also receive a new access sticker from the community office.

All guests must be claimed by a resident at the access control doors and must be escorted at all times while they are in the building. The person who claims a guest is responsible for the actions

of 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 by 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 between

the hours of 8 a.m.-5 p.m. Monday-Friday. There is a \$45 lock security program fee for a lost room or mailbox key.

#### Keys: Temporary Check Out

Residents may check out a temporary room key from the community front desk at any time. 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. Excessively checking out a temporary key may result in a 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 access control 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 and community bathrooms on their floor. 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 using the number 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 submit a report using the information listed on that machine.