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

**Directory Information**
Community office telephone: 706-542-8344  
Creswell 24-hour community desk: 706-542-8289  
Community email address: cressec@uga.edu

Area Coordinator: Azura Morgan  
Residence Hall Director: Brittany Chill  
Community Administrative Assistant: Cory Graham  
Building Services Supervisor: Tiffany Teasley  
Skilled Trades Worker: Ronnie Laird

Have a maintenance issue in your room? Submit a [work order](#).

**Policies and Procedures**

**Building Access Information**
Card swipes are installed at the main entry points of each hall. Residents must carry their UGA ID card at all times and 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 their 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 a hall cannot be claimed as guests of another resident.

All stairwell exits are for emergency exit only.

**Check-In/Checkout Procedures**
To move rooms, residents should follow instructions on the University Housing website, following links to The Dawg House.
When a resident moves into a new space within Creswell or leaves an old space in Creswell, it is his/her responsibility to appropriately check into or out of the room by coming to the community office (Monday-Friday; 8 a.m.-5 p.m.) to pick up keys for their new space and turn in keys for their old space. Questions can be addressed to the resident assistant (RA) on your floor or to the community office by calling 706-542-8344 or emailing cressec@uga.edu.

Fire Evacuation
The information below should also be located on the bright yellow laminated cards throughout the building and on the back of all stairwell doors.

**When a fire alarm sounds, residents must leave the building as quickly and as calmly as possible.** Failure to exit during an alarm could result in judicial action for violation of both university and state policy.

DO NOT use the elevators during a fire alarm. Residents should become familiar with their surroundings and find the stairwell exit nearest to their room, keeping in mind that the nearest stairwell may not be on your normal route of travel. There are five stairwells in Creswell:

- Stairwell A – at the end of the A hallway
- Stairwell B – at the end of the B hallway
- Stairwell Main – Between the A/B Hallways
- Stairwell C – Between the C/D hallways
- Stairwell D – at the end of the D hallway

Residents should gather in their designated location outside the building once they have exited the building. Designated locations are as follows:

- Across Cloverhurst Street in the grassy triangle area
- Across Finley Street on the Russell Hall lawn

No residents should be in any parking lot surrounding Creswell or on the patios near the building. Residents of Creswell are expected to follow the directives and instructions of University Housing staff members at all times during an emergency. Residents should remain in designated locations until told to return by housing staff.

While an alarm may have stopped sounding, there could still be conditions that prohibit residents from returning to the building. Housing staff will let residents know when it is safe and appropriate for residents to return to the building.

**Alternate Weather Locations:** In the case of inclement weather at the time of a fire alarm or other emergency that requires evacuation of the building, residents of Creswell will be instructed to and should go to Brumby Hall rotunda. In the event of this need, Creswell staff will notify Brumby staff of the need to open these areas.

Unless told otherwise, all fire alarms should be considered as “real” and should not be considered a drill. If an alarm is considered a drill, it will be announced at least 24 hours ahead of time.

**Keys: Lost**
In the case of a lost key (room and/or mailbox), residents are responsible for reporting the loss of the issued key to the Creswell Community Office immediately. To help ensure security of the building and your living environment, a lock change will be ordered. A $45 per key lock security fee will be assessed to the student account of the resident to whom the keys were issued.

**Keys: Temporary Check Out**
Temporary key checkout is available at the Creswell 24-hour community desk. Temporary key checkout is a privilege and service provided to residents. It should not be used in place of carrying your issued keys with you. A resident may only check out a key for 24 hours. If the key
has not been returned after the 24-hour period, a lock change will be ordered. Once a lock change has been ordered, it cannot usually be stopped. A lock security fee of $45 will be assessed to the student account of residents who loose keys or fail to return a temporary key within the 24-hour period.

Residents may only check out a temporary key five times during the academic year without charge. Upon the sixth checkout, a fee of $5 will be applied to the resident's student account for each subsequent key checkout and the resident will be referred through the student conduct process. For the purpose of resident safety and security, a lost key will result in an immediate lock change. Stolen keys do not absolve the resident from payment of the lock security fee.

Mail
Every resident has his/her own mailbox (not the same number as the room number – check the lists posted by the mailboxes to determine your mailbox number) and his/her own mailbox key. Residents will need to use your key to check your mailbox. Mailroom staff will not check residents’ boxes from the window.

Delivery and Service Times: Mail is delivered Monday-Friday. The mailroom is open Monday-Friday with mailroom hours clearly posted next to the mailroom roll-up window.

Mail should be properly addressed to avoid being returned to sender. Proper address is as follows:
Resident’s Name
Creswell Hall, (Room Number)
415 Baxter Street
Athens GA 30609-4011

Mail is usually posted by 1 p.m. daily, but depends on when the mail is received from the delivery agency. Only mail of current Creswell residents will be accepted and posted to mailboxes. Mail and packages addressed to parents or to non-Creswell residents could be returned to sender.

Packages: Packages from any delivery service (USPS, Fed-Ex, DHL, UPS, etc.) are logged prior to being distributed. Please check your email for a package notification. You should not rely on the electronic tracking system from the vendor. Your package will not be distributed until it has been recorded and has been logged. Packages will not be retrieved from the mailroom outside of normal posted mailroom hours.

Severe Weather
Staff will notify residents of severe weather warnings or watches and will assist residents in moving to safe areas of the building in the event of severe weather warnings.

During normal workday operating hours, the community office should assist with the dissemination of information to staff and students. In the condition of a tornado warning (meaning a tornado has been sighted in the immediate area), residents should:
• Move into hallways and to lower floors (no higher than fourth floor) of the building.
• Corridors and stairwells without windows are best for protection.
• Close blinds and curtains to reduce chance of flying debris and glass.
• Residents are encouraged to remain in place until the warning has been recalled and the event is over or as directed by staff.

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
Each room has individual air and heating units, which allow room temperature to be controlled by the residents. The heater is located beneath the air conditioning unit. Problems with your heating/AC unit should be immediately reported via work request.

Trash
Trash should be disposed of in trash chutes located on each floor. No trash should be left outside of resident rooms or in bathrooms on floors. Entire pizza boxes should not be placed in the trash chutes. They should be taken to the large recycle bins or to dumpsters. Failure to dispose of trash appropriately in the trash chute could result an administrative trash removal fee of $25.

Visitation
Visitation Code 1, visitation permitted:
Monday through Thursday from 10 a.m. to 2 a.m., and 24-hour visitation permitted beginning 10 a.m. Friday through Saturday and ending at 2 a.m. Monday (Sunday night)

Locations
Computer Labs
The closest computer labs are in Brumby Hall and the Miller Learning Center. There is a WEPA printer accessible in the lobby. Residents must use Bulldog Bucks to print.

Ice Machines
The ice machine is located on the first floor in the vending area near the laundry room.

Kitchens
Kitchens for general student use are located on the first, fourth and seventh floors.

Laundry Room
The laundry room is located on the first floor. Laundry machines do not require payment to operate.

Mailboxes
The mailboxes are located on the first floor near the community desk.

Recycling
Recycling bins for plastic, paper, glass and aluminum are located in the elevator lobbies on all the floors.

Study Rooms and Lounges
Floor lounges are located on the eighth and ninth floors.

Vending Machines
The vending machines are all located on the first floor. The machines accept Bulldog Bucks, cards and cash. For maintenance assistance, contact 706-542-3999. For refunds, contact Bulldog Bucks.