Reed Community Resident Guide 2016-2017

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

Directory Information

Community office telephone: 706-542-8344
Reed 24-hour desk: 706-542-3753
Morris desk: 706-357-3311
Building 1516 24-hour desk: 706-583-0277
Community email address: reedsec@uga.edu

Area Coordinator
Azura Morgan

Residence Hall Directors
Becca Morgan (Reed Hall)
Quita Bell (Morris and Payne Halls)
Heather Macon (Building 1516)

Community Administrative Assistant
Cory Graham

Building Services Supervisors
Veronica Monroy (Reed, Payne and Morris Halls)
Neyael Rubio-Delgado (Building 1516)

Skilled Trades Workers
Tim Bennett (Reed and Payne Halls)
Stacey Jewell (Morris Hall)
Johnny Lynn (Building 1516)

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

Policies and Procedures

Building Access Information
Card swipe readers 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.

Check-in/Checkout Procedures
Students registered for only fall semester must check out no more than 24 hours after their last exam. Students registered for either spring semester or for the fall and spring semesters (but not summer sessions) must check out by 12 p.m. on the last official day of their contract or 24 hours after their final exam, whichever is earlier.

When moving out, whether leaving at the end of the semester or transferring rooms or buildings at any time, residents must follow these procedures:

1. Arrange a checkout time with your resident assistant (RA) or another RA in your building. Information regarding how to do this will be distributed to residents prior to closing.

2. Remove all of the belongings and clean the room. The resident and the RA check the room against the room inventory card for damages. If there are any damages, they will be noted on the room inventory card. University Housing personnel will assess damage charges. Failure to pay damage costs will result in the flagging of the resident’s records and transcripts.

3. Make sure your permanent/forwarding address is updated in the Dawg House. This provides the mailroom staff with the correct address to use when forwarding first class mail.

4. Upon checkout, give your room key and mailbox key to the staff member checking you out to be attached to your room inventory card.

Procedures for final checkouts will be indicated on posted notices throughout the Reed Community. Residents should make their travel plans accordingly in order to meet the deadlines so they will not be assessed late checkout charges. Extensions of departure deadlines cannot be provided to individual students to stay longer than the term of their contracts.

Fire Evacuation
Meeting locations are:

**Building 1516**
All Building 1516 residents should meet in the quad area of East Campus Village, located in front of Rooker Hall.

**Morris Hall**
All Morris Hall residents should meet on the Special Collections Library lawn. Residents of Morris should also note that the curtains that cover their closets are used for fire safety reasons and should not be removed.

**Payne Hall**
All residents of Payne Hall should meet on the Reed Quad, in front of Milledge Hall.

**Reed Hall**
All residents of Reed Hall will meet on the sidewalk farthest away from the building near the Reed Quad and parallel to Hooper Street.
Please note that you must move away from the building in the event of a fire alarm. Anyone remaining in the building during a fire alarm is subject to university student conduct action. All fire drills will be announced at least 24 hours in advance by way of postings at building entrance doors as well as email messages to residents. While residents may wish to leave the buildings prior to announced drills, you are encouraged to use the drills as a chance to practice exiting the building in case of an emergency. Announced fire drills will not be conducted during inclement weather.

**Keys: Lost**
Residents should carry their keys at all times. Should you lose your key, lock changes carry a $45 lock security fee each time a key is lost. If a resident of Payne Hall or Reed Hall loses his or her key, a temporary key may be checked out at the Reed Hall front desk. Residents of Morris Hall can obtain a temporary key at the Morris Hall front desk. Should the desk not be open (Morris Hall), the RAs in the building have access to the spare keys. You may also contact the Reed desk at 706-542-3753 for assistance. Residents of Building 1516 can obtain a temporary key at the Building 1516 front desk.

**Keys: Temporary Checkout**
Temporary keys may only be checked out for a period of 24 hours. If a key is not returned within the 24-hour time period, a lock change will be ordered. Once the work is completed, the resident is responsible for payment of the lock security fee. The fee will be applied to the resident’s student account.

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**
All mail is initially delivered to either the Reed office or the Building 1516 office. All packages are logged into the community office for tracking purposes and then delivered to the other residence halls. Residents will be required to show their student identification when claiming a package. The mailroom for Reed and Payne is located in Reed Hall. The mailroom for Morris is in Morris Hall. All mail delivered for Building 1516 residents will be delivered to Building 1516. Mailroom hours will be determined at the beginning of each year based on staff availability and will be posted on mailroom doors.

Mail is delivered Monday through Friday. Mail is usually available by 5 p.m. for all residents. All residents of the Reed Community will be issued a separate key for their mailboxes. All questions regarding mail should be directed to the community administrative assistant at 706-542-8344.

Mail being sent from outside the University of Georgia to residents should be addressed as follows:

Resident's Name  
Residence Hall Name, Room #  
Street Address of Hall  
Athens GA 30609-XXXX

A complete list of street addresses is available [here](#).

**Severe Weather**
Residents are encouraged to sign up for the [UGA Alert Emergency Notification System](#), which will notify students in the event of weather or other emergencies as determined by the Office of Emergency Preparedness.
Temperature Control

In **Morris Hall**, an air conditioning, heating and ventilation unit is located in each resident's room. Students have control of fan speed and temperature. Low fan speeds during certain times of year are strongly recommended. Please see the "Humid Weather" note below. Keep your temperature cool in summer months to help minimize condensation by avoiding very cold temperatures in your room.

In **Payne Hall**, an air conditioning, heating and ventilation unit is located in each resident's room. Students have control of the air conditioner and heater and should set the temperature to their desired comfort level. Low fan speeds during certain times of year are strongly recommended. Please see the "Humid Weather" note below. Keep your temperature cool in summer months to help minimize condensation by avoiding very cold temperatures in your room.

In **Reed Hall**, an air conditioning, heating and ventilation unit is located in each resident's room. Students have complete control of fan speed and temperature and should set the temperature to their desired comfort level. Low fan speeds during certain times of year are strongly recommended. Please see the "Humid Weather" note below. Keep your temperature cool in summer months to help minimize condensation by avoiding very cold temperatures in your room.

In **Building 1516** a heating, ventilation and air conditioning unit (HVAC unit) serves each resident's room. Students are able to adjust temperatures in their rooms within a preset range. When the HVAC unit is actively heating or cooling the room, the unit itself controls the speed of the internal fan. When the unit is not heating or cooling the room, the resident can turn the fan "on" and can select the desired fan speed. Low fan speeds during certain times of the year are strongly recommended. Please see "Humid Weather" note below. In addition, in an effort to be sustainable, the unit will not operate when the room window is open.

All common area thermostat controls are enclosed in plastic casings to prevent tampering. Should you have concerns regarding the temperature in a hallway or common area, contact the Reed Community Office at 706-542-8344.

**NOTE: HUMID WEATHER**

Low fan speeds are recommended on all air conditioning equipment during warm humid months to provide the greatest dehumidification, subsequently reducing condensation on walls, ceilings, furniture, etc. Condensation is conducive to mold growth.

Please keep in mind that you share your walls, ceilings and floors with your neighbors. If you choose to open your windows (therefore providing warm moist air to your room with no dehumidification) and your neighbor (next door, above or below) is maintaining a very cold room, you will have condensation on your side of the shared wall, ceiling or floor. Also, wide temperature differences between adjacent rooms (even with windows closed) can have similar condensation producing effects on the warmer side of the barrier.

Setting your air conditioner to moderately cool temperatures and low fan speeds will solve virtually all condensation problems. However, if you notice condensation in your room, contact the housing [work request](tel:706-542-3999) office at 706-542-3999. We will rectify the problem immediately.

**Visitation**

Although the staff of Reed Community want you to treat the residence hall as your home-away-from-home, residents are reminded that they are responsible for ensuring safety and security in the residence halls. When hosting a guest, it is your responsibility to accompany the guest at all times. While enjoying the benefits of a liberal visitation policy, residents must adhere to all university, housing and community guidelines.
Visitation Code 1 permitted in Morris Hall:
Monday through Thursday from 10 a.m. to 2 a.m. and 24 hours beginning 10 a.m. Friday to 2 a.m. Monday (Sunday night)

Visitation Code 2 permitted in Payne and Reed Halls and Building 1516:
24 hours a day, seven days a week

Locations

Computer Labs
Building 1516 houses one computer lab. Residents of Morris, Payne and Reed are encouraged to utilize computer stations at the Miller Learning Center as these buildings do not have computer labs. Wireless Ethernet connections are available throughout all buildings.

Ice Machines
An ice machine is located in the basement of Reed Hall. In Morris Hall, residents can retrieve ice from the machine in the kitchen on the first floor. Building 1516 has ice machines located in the first floor catering kitchen and third floor kitchen.

Kitchens
A kitchen is located on the first floor of Morris Hall. A kitchen is located in the basement of Payne Hall. Kitchens are located on the end of each floor of Reed Hall with the exception of the fourth floor (it only has one kitchen located on fourth floor northeast side of building) for residents' use. Building 1516 has kitchens located on the first, third and fifth floors. All residents are urged to use caution when cooking. Items on the stove are not to be left unattended. Cleanliness is also essential due to the problems associated with unsanitary cooking areas, such as disease and pests. Residents will be held responsible for damages or excessive clean up as a result of misuse of the kitchens.

Laundry Rooms
Laundry facilities are located on the first floor of Morris Hall and the basements of Reed and Payne Halls. Building 1516 has laundry rooms located on the second, fourth and sixth floors. Laundry machines do not require money to operate.

Mailboxes
Mailbox units for Payne and Reed Hall residents are located in the Reed Hall lobby. Morris Hall residents will find their mailboxes on the second floor of Morris Hall. Residents of Building 1516 may retrieve their mail from the mailboxes located on the first floor.

Recycling
Residents of the Reed Community are provided with trashcans and are required to carry their trash from the building. Dumpsters are located on the exteriors of Reed, Morris, and Payne Halls. In Building 1516, recycling bins are located in the recycling room on each floor near elevator lobbies and regular trash should be taken to the trash room on the first floor. Recycling bins are located in the lobby areas of Reed, Morris, and Payne. No food or regular trash should be placed in recycling bins.

Reed and Payne residents may discard all cardboard boxes (including pizza boxes) in the green recycling bin. Morris residents can leave cardboard boxes next to the recycling bin located in the Morris lobby. Leaving trash inside of a building or in the small trashcans outside of the halls will result in an improper disposal trash fee of $25.

Study Rooms and Lounges
In Reed Hall, study rooms are located at the end of the hallways on floors one through three. Lounge areas are located on all floors of Reed Hall. In Payne Hall, residents may utilize the
basement area or the study room off of the first floor stairwell for study space and the lobby area of the building for lounging. In Morris Hall, there is one study room in the building, and it is located on the first floor near the kitchen. Residents of Morris Hall may utilize the lobby area for lounging. In Building 1516, study rooms are located on each floor. Lounges are also located on each floor connected to kitchens and laundry rooms. Larger common rooms are located on the first, second, and third floors of the building.

Vending Machines
Vending machines may be found in the basements of Payne and Reed Halls and the first floor of Morris Hall and Building 1516. Vending machines use cash and cards as well as Bulldog Bucks. For maintenance assistance, contact 706-542-3999. For refunds, contact Bulldog Bucks.