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

Directory Information
Community Office telephone: 706-542-8250
Russell 24-Hour community desk: 706-542-6090
Community email address: russec@uga.edu

Area Coordinator
John Wright: 706-542-8250

Residence Hall Director
Ricky Kirby: 706-542-1694

Community Administrative Assistant
Marcella Smith: 706-542-8250

Custodial Supervisor
Markitta Willoughby

Skilled Trades Worker
Wayne Bennett

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

Policies and Procedures
Building Access Information
Residents can access Russell Hall 24-hours per day. Residents who enter through the main lobby must show their UGACard to the desk assistant when going through the access control doors into the residential area of the building. The exterior doors near the loading dock are locked 24-hours a day and can be accessed using the intercom system to communicate with the front desk assistant. Exterior doors near the Russell Academic Center [RAC] and the Market at Russell are locked from 10 p.m.-8 a.m. During this time, residents must use the card reader to gain access. Elevator access from the 1st floor of Russell Hall is also limited to residents of the building through the use of their UGACard.

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 entrance to the building 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 Russell Hall cannot be claimed as guests by another resident in Russell Hall.

Visitation
- Monday-Thursday from 10 a.m. to 2 a.m.
- 24 hours beginning 10 a.m. Friday to 2 a.m. Monday (Sunday night)

Roommates are encouraged to set their own expectations within the limits of the visitation policy to ensure that each person’s privacy and quiet/study time is appropriately balanced with the ability to spend time with guests in the room.

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-Russell Community Office at 706-542-8250 or contact your resident assistant.

Fire Evacuation
Upon moving to Russell Hall, please familiarize yourself with the fire evacuation plans posted on the back of your room door. The evacuation routes posted on your floor should always be used when a fire alarm sounds. 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, do not run.
(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.

EVACUATION ZONES
- Brumby-Russell basketball courts
- Brumby Beach between Brumby and Russell
- Creswell Hall parking lot.

*In the event of inclement weather conditions, students should evacuate to the West Campus Parking Deck, the lobby of Brumby Hall or the lobby of Creswell Hall.
**Keys: Lost**
If you lose your room key, please report it to the 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 key.

**Keys: Temporary Checkout**
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.

**Mailboxes**
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 for Russell residents are located in the main entry corridor just inside the access control doors. Each room is provided with an individual mailbox secured with a built-in combination lock; this mailbox is shared by both residents of the room.

Mail should be addressed as follows:
Student Name
Russell Hall, Room #
515 Baxter St.
Athens GA 30609-4021

**Severe Weather**
In the event of severe, residents should go into the interior hallways and community bathrooms of the building away from glass and windows while keeping room doors closed. Residents should not remain in their rooms and should get away from windows.

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 in Russell Hall is provided with an individual heating/cooling unit to allow for room-specific climate control year-round. The wall-mounted thermostat can be used to adjust the temperature and air flow. Residents are encouraged to communicate with their roommate in order to agree upon a comfortable temperature for the room.

**Trash**
Residents are responsible for disposing of their trash in the designated recycling closet near the elevators on each floor. Large items and pizza boxes should be taken to the dumpster outside the loading dock entrance. Residents who fail to properly dispose of trash will be assessed a minimum administrative fee of $25 for trash removal.

**Locations**
**Community Kitchen**
The large community kitchen is located on the third floor. It has two ovens, an ice machine, and a refrigerator available for residents to use at any time. Students are expected to remain in the kitchen through the course of meal preparation, maintaining strict observance of temperature and cooking times for their meals. Residents must also take responsibility for cleaning any spills including those on the stovetop, and in the oven or microwave. Cooking utensils are not provided.
Kitchens
Warming kitchens are located on the second, third, fifth, eighth, and ninth floors for resident use. These spaces have a sink, microwave, and paper towel dispenser.

Laundry Rooms
A community laundry room is available on the third floor extension of Russell Hall. There is no fee for use of the laundry machines. Clothes left in the laundry room for an extended period of time will be stored in the lost and found at the Russell Hall front desk.

The Market at Russell
Created through a partnership with Dining Services, the Market at Russell is located on the first floor of Russell Hall and is a retail dining location open 7 a.m.-2 a.m., 7-days a week. Available in the Market will be a number of grab-and-go items, coffees, soft drinks, personal hygiene products, and many more items intended to provide an incredible convenience. Open to all UGA students, residents of Russell Hall can access the Market without ever having to leave the building.

Recycling
Please take advantage of the recycling bins placed on every floor of Russell. These are located in the designated recycling closets near the elevators. Do not place trash into the recycling bins; custodial staff will throw everything away if an undue amount of trash has been placed in the bins.

Study Rooms and Lounges
The Russell Academic Center (first floor) is an area developed in partnership with the Division of Academic Enhancement and is available to residents and non-residents from 8 a.m.-10 p.m. Monday-Friday.

Study lounges are also located on each of the 8th-10th floors. Please observe basic courtesy when using the study lounges, including placing trash in the proper receptacle, keeping all furniture inside the room, and removing all your belongings or projects when you are finished using the room. Study lounges are not to be used for storage of belongings or classroom projects.

Vending Machines
Vending machines are located in the laundry room on the third floor extension of Russell Hall. These 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.