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: 706-542-1694
Community email address: russec@uga.edu

Area Coordinator
Terrance Smith: 706-542-8250

Residence Hall Director
Glen Harris, Jr.: 706-542-1694

Community Administrative Assistant
Marcella Smith: 706-542-8250

Custodial Supervisor
Markitta Willoughby: 706-542-8331

Skilled Trades Worker
Wayne Bennett: 706-542-8331

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

Policies and Procedures
Building Access Information
Access to Russell Hall is limited to building residents and their guests only. All residents must carry their UGA ID card with a valid Russell Hall sticker affixed to the ID at all times. Each resident must show their ID to a staff member behind the front desk every time they enter the building. A card swipe station is installed at the entry of the Russell Hall access door. 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 Russell Hall cannot be claimed as guests of another Russell Hall resident.

Check-in/Checkout Procedures
Students will be notified of specific check-in and checkout procedures via email, (the official method of communication for UGA). Students are responsible for checking and appropriately responding to emails sent to their student accounts. Charges may be assessed to students failing to follow appropriate check-in or checkout procedures.
Fire Evacuation
Fire is a very real danger in any high-density living space (apartments, residence halls). Every alarm should be treated as an actual emergency and students need to evacuate in a timely and orderly fashion. Upon moving to Russell Hall, please identify the quickest evacuation route; for some students it will be the main stairwell of Russell, for others it will be a back stairwell. Under no circumstance should the elevator be used to evacuate the building. Upon exiting Russell, students should move at least 100 feet away from the building to allow emergency vehicles a clear perimeter around the facility and proceed to the designated areas below:

Russell basketball courts and Creswell Hall/ parking lot. Under inclement conditions students should evacuate to the West Campus Parking Deck, the lobby of Brumby Hall or the lobby of Creswell Hall.

Keys: Lost
Keys lost by residents will result in the assessment of a lock security program fee of $45 per incident, even though the lost key may later be found. Excessively checking out a temporary key may result in a lock security program fee and possible student action. University keys should never be loaned and may not be duplicated.

Keys: Temporary Checkout
Each student is issued a key to his/her assigned room. If a student misplaces his/her key, a temporary key may be signed out at the community desk for 24 hours. If a temporary key is not returned within that prescribed period, the original key will be considered lost.

Mailboxes
Mailboxes for Russell residents are located in the main entrance of Russell. Each resident is provided with an individual mailbox secured with a built-in combination lock. Packages or large items that cannot easily fit into the boxes will be held in the mailroom and the resident will receive a pink package slip in their mailbox to notify them of the delivery.

Packages can be retrieved from the mailroom between 9 a.m. – 7 p.m. (Monday-Thursday), 9 a.m. – 5 p.m. (Friday), and 9 a.m.-12 p.m. (Saturday). If you have a special need to pick up a package outside of these hours (medication, same or next day mail, cell phone) you may explain this to the desk assistant and ask them to contact a staff member on duty. All mail received by Russell Hall will be sorted by 5 p.m., Monday–Friday (holidays and extended university breaks excepted).

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

Severe Weather
Students are asked to use prudent decision making in the event severe weather strikes UGA or the Athens/Clarke County area. Staff members of Russell Hall will make attempts to provide direction and assistance during harsh weather conditions, but will not force compliance to their requests.

During a tornado watch, residents should pay close attention to the local weather, as conditions are right for a potential tornado. Residents should take this time to review tornado warning procedures. During a tornado warning, residents from all floors should proceed to the first floor of their building and remain in the hallway(s) with room doors closed, or in other locations free of windows and other materials that could become flying debris. Once the first floor is full, residents may proceed to the second floor, or next lowest floor with space available, to shelter in place. An “all clear” will be given by staff members to notify residents of when the tornado warning has
passed. During a tornado watch, warning or other severe weather, residents are encouraged to remain in the building.

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**
The climate control for Russell Hall is operated by a building-wide heating and air conditioning system. Each room has an individual heating/air conditioning unit with a control knob that provides a limited amount of adjustment to the temperature of the air coming into the room.

Maintenance staff is always willing to examine heating/cooling units in rooms when requested by residents. It is suggested that students take basic steps to control the temperature in their rooms by purchasing a fan, closing blinds to block the sun’s heat, and having on hand at least one good sweatshirt or thick blanket for the winter.

**Visitation**
Option 1 visitation permitted:
- 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.

**Locations**
**Computer Labs**
Russell Hall provides one computer lab in the main lobby of the building equipped with 12 stations and a printer for the use of UGA students.

**Ice Machines**
Ice machines can be found in the kitchens of Russell Hall on the north wing of the third and seventh floors.

**Kitchens**
Russell Hall has two kitchens located on the north wing of the third and seventh floors for the use of residents. Each kitchen is equipped with two ovens, a microwave, ice machine, sinks and seating. 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.

**Laundry Rooms**
A community laundry room is available on the second floor north wing 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.

**Recycling**
Please take advantage of the recycling bins placed on every floor of Russell. Most areas allow for the recycling of paper, plastic and aluminum. 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 (third floor) is available to residents 24 hours a day. Study lounges are also located on nearly every resident wing. 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 second floor elevator lobby of Russell Hall. Vending refunds can be obtained through the Russell Community Office.