

# SAMPLE

## ROOM CONDITION REPORT

### IMPORTANT!

**CHECK THE ROOM CAREFULLY - YOU WILL BE CHARGED FOR ANY DAMAGE(S) NOT LISTED.**

It is the responsibility of each RA to complete this form when students check-in to the room and each time there is a change in occupancy. The purpose of this form is to protect both the student and the University as to damage charges and provide for maintenance corrections. Students will be assessed for damage or loss which occurs during their occupancy, as well as fines for extraordinary cleaning, furniture removal, etc. Each resident of the room is to sign this form verifying the accuracy upon check-in and check-out.

#### CHECK-IN VERIFICATION

I accept responsibility for the room and its furnishings as listed. In case of roommate(s), I understand that the responsibility for all items is jointly-shared. By signing this form, I acknowledge that I understand my responsibilities for room condition.

Name	Signature	Date

Hall Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### CHECK-OUT ITEMS

ITEM	X	COST	CHARGE ASSESSED
Not Ready for Inspection		\$100/day	
Tape Residue		\$50/wall	
Beds Not De-Bunked		\$25/\$50	
Carpet Removal		\$50	
Trash Removal		\$50	
Furniture Removal		\$50	
Cleaning Fine		\$100	
Improper Check-Out		\$100	
Missing Keys			

#### CHECK-OUT VERIFICATION

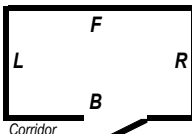
I realize that the final report for the condition of my room and its furnishings will be made by Hall Staff and/or Facilities Operations.

Name	Signature	Date

Hall Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

#### ROOM CONDITION CODES

F Front    L Left  
B Back    R Right



SC Scratched    HO Holes    DA Damaged  
ST Stained    LO Loose    BR Broken  
TO Torn    MI Missing    CR Cracked

ROOM #: \_\_\_\_\_ RESIDENCE HALL: \_\_\_\_\_

ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
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DOOR/ENTRY	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Tackboard					\$75	
	Inside of Door					\$125	
	Outside of Door					\$125	
	Transom					\$75	
	Lock/Closer					\$200/\$145	

WINDOWS	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Panes (Glass)					\$50	
	Shades/Draper/Rods					\$40/\$50/\$25	
	Screens					\$70	
	Hardware for Windows					\$25	

CEILING/WALL/PLUMBING	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Wall Surfaces/Paint					\$200	
	Ceiling Surface/Paint					\$200	
	Ceiling Tiles					\$25/tile	
	Smoke Detector					\$175	
	Light Switch					\$20	
	Light Fixture					\$90	
	Heating/Air Cover					\$100	
	Thermostat					\$125	
	Mirror					\$30	
	Medicine Cabinet					\$75	
	Sink					\$120	
	Sink Vanity					\$200	
	Towel Rack/Bar					\$25	
	Woodwork					\$50	
	Wire Molding/Outlets					\$40	
	Pipe Insulation					\$75	
	Floor Tiles					\$25/tile	

NON-MFS FURNITURE	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Wardrobe/Drawer					\$350/\$60	
	Dresser					\$300	
	Desk/Drawer					\$350/\$60	
	Chair					\$100	
	Bed Frame					\$360	
	Mattress					\$100	
	Bolsters					\$100	

OR

MODULAR FURNITURE SYSTEM	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Wardrobe/Drawer					\$650/\$60	
	Desk/Drawer					\$370/\$60	
	Bookshelf					\$230	
	Chair					\$100	
	Bed Frame					\$360	
	Safety Rail (wooden)					\$100	
	Safety Rail (metal)					\$60	
	Mattress					\$100	
	Snap-On Module					\$120	
	Tackboard					\$40	
	Lamp					\$40	
	Ladder					\$160	

PHONE	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Phone Instrument					\$100	
	Handset/Cord					\$25/\$10	
	Phone/Network Jack					\$100	

MISC	ITEM	QTY IN	CHECK-IN CONDITION	QTY OUT	CHECK-OUT CONDITION	MAXIMUM COST	CHARGE ASSESSED
	Wastebasket					\$10	
	Recycle Can					\$10	