

## How to Complete a Room Condition Report

All study abroad students are required to complete a Room Condition Report and to walk through with their faculty leader. The faculty leader(s) will do a walk through with the necessary personnel (i.e. property manager, overseas partner, etc.) both upon arrival and before departing to note any damages and review the Room Condition Report. As a participant on the program you are expected to keep your room clean and orderly and to take care of the facilities. It is in your best interest to list anything that is damaged or missing on the report. If you notice damages. These costs will be passed onto the student. The faculty leader will hold on to the Room Condition Report and review it with you at the end of the program. They will make a note on the report if there is any damage.

Complete, sign, and date the Room Condition Report. Be sure that all rooms and common areas are evaluated.

### Step 2

Go over the report with your faculty leader and make any adjustments or corrections.

### Step 3

Give your faculty leader the Room Condition Report for safe keeping.

### Step 4

Prior to departing, do a walk through with your faculty leader and review your Room Condition Report. Any damages will be noted at this time.

### Step 5

### Step 6

Give your faculty leader the Room Condition Report for safe keeping. That report will be turned in to the Office of International Programs and kept with the program file. If any damages or damages will be billed to the student whenever necessary or needed.

- 50 Window/Blinds
- 51 Smoke Detector
- 52 Sprinkler
- 54 Walls

to Years

It is your responsibility AND WILL BE CHARGED for damages done to

2) When you return during the check-out process you must check in with the staff member who issued the keys to you. If you do not check in, you will be charged for your stay.

3) You must officially check out of your room and return your keys in the

presence of a staff member of the Department of Housing and Community Care.

4) The major part of the bill is due at the time of check-out.

- 53 Ceiling
- 55 Countertops
- 56 Stove
- 57 Dishwasher
- 58 Sinks
- 59 Oven
- 60 Freezer

- 5 Closet/closet door
- 6 Dresser
- 7 Window/blinds
- 8 Light fixtures
- 9 Ceiling
- 10 Carpeting/floor
- 11 Desk

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature Completing Check-in \_\_\_\_\_ Date \_\_\_\_\_

- 12 Desk Chair
- 13 Walls

Staff Signature Completing Check-out \_\_\_\_\_ Date \_\_\_\_\_

TO COMPLETE DURING CHECK-OUT

- 14 Smoke Detector
- 15 Sprinkler

Bathroom (common area)

- 17 Tub/shower
- 18 Sink area (Left)
- 19 Mirror (Left)
- 20 Sink area Right)
- 21 Mirror Right)
- 22 Toilet

Item	Initials	Initials	Initials	Initials

- 27 Floor
- 28 Ceiling

Improper Check-out charges YES NO  
Total Charges

- 33 Window/Screen
- 34 Apartment Door
- 35 Walls
- 36 Carpet
- 37 Ceiling
- 38 Couch
- 39 Chair
- 40 Bed

Staff Signature Completing Check-out \_\_\_\_\_ Date \_\_\_\_\_

Resident has signed acknowledging any amendments made to this form

- 41 Windows/blinds
- 42 Outlets/switches
- 43 Smoke detector (2)
- 44 Lights

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_