

How to Complete a Room Condition Report

All study abroad students are required to complete a Room Condition Report and 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 may be considered damage.

Any damages that occur during the duration of the program will be noted on the Room Condition Report. Your 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 necessary changes.

Step 3

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

Step 4

Prior to departure, do a final walk through of your room 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 returned to the Office of International Programs and kept with the program files. If any damages occur during the duration of the program, the faculty leader will contact the office for assistance and damages will be billed to the student whenever necessary or needed.

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

1 You are held responsible AND WILL BE CHARGED for damages done to

57 Ceiling

58 Painted Area

59 Dryer

60 Dishwasher

61 Sinks

Resident or a staff member of this department or Housing and Residential Life

62 Stove

63 Oven

64 Freezer

65 The property care of my living space

66 Fridge

67 Garbage

68 Laundry

69 Sink

70 Shower

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72 Sink

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