

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 in need of repair. If you notice any 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

I am responsible 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 checked you out and return your keys to your staff member.

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

4) The major part of my belongings

50 Ceiling

51 Stairs

52 Office

53 Elevator

54 Corridor

- 5 Closet/closet door
- 6 Dresser
- 7 Window/blinds
- 8 Light fixtures
- 9 Ceiling
- 10 Carpeting/floor
- 11 Desk
- 12 Desk Chair
- 13 Walls
- 14 Smoke Detector
- 15 Sprinkler

Resident Signature _____ Date _____

Staff Signature Completing Check-in _____ Date _____

Staff Signature Completing Check-out _____ Date _____

Bathroom (common area)

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

| Item | YES | NO |
|------|-----|----|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

Staff Signature Completing Check-out _____ Date _____

Resident has signed acknowledging any amendments made to this form

Resident Signature _____ Date _____