Room Condition Report

Name: _____

Semester: _____

Room Assignment: _____
building room bedroom

Checklist

General Unit (Main Apartment Area)

1. __ Doors, doorknobs, locks
2. __ Carpet
3. __ Floor
4. __ Walls
5. __ Ceiling
6. __ Windows
7. __ Patio/Patio door
8. __ Counters
9. __ Cupboards
10. __ Stove/Oven
11. __ Microwave
12. __ Sink
13. __ Refrigerator
14. __ Dishwasher
15. __ Dining table
16. __ Dining chairs (one chair in UV Efficiency)
17. __ Sofa (not in LC Efficiency or UV Efficiency)
18. __ Armchair (not in LC Efficiency or UV Efficiency)
19. __ Entertainment Center (not in LC Efficiency, or UV Efficiency)
20. __ End/Coffee Table (not in LC Efficiency or UV Efficiency)
21. __ Lamp (not in FYS, LC Efficiency, or UV Efficiency)
22. __ Wastebasket
23. __ 2 Recycle Bins (1 in UV Efficiency)
24. __ Bulletin Board
25. __ Lights
26. __ Smoke Detector
27. __ Carbon Monoxide Detector (Only in UV and PG)
28. __ Fire Extinguisher
29. __ Telephone
30. __ Other

Bathroom

31. __ Shower/Tub
32. __ Sink
33. __ Mirror
34. __ Toilet
35. __ Cupboards
36. __ Plunger
37. __ Other

Bedroom

38. __ Windows
39. __ Walls
40. __ Carpet
41. __ Floor
42. __ Desk
43. __ Chair
44. __ Bed
45. __ Wardrobe
46. __ Dresser
47. __ Wastebasket
48. __ Lamp (PG Shared only)
49. __ Mirror (FYS only)
50. __ Other

Instruction

1. Fill out form by checking off each item as you inspect it. If damaged, write the number of that item below and then describe the damages. You may submit damage pictures of your own.
2. **Submit workorders via my.svsu.edu (not verbally)**
3. Return to Housing (Curtiss 118) or RA

Damages Found

Number Description

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

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_____ _____

I have inspected all items and I have listed any damages above. I agree to pay any charges for damages found that are not listed above. **In addition, students will be charged for damages in public areas. Public areas include, but are not limited to, hallways, stairwells, lobbies, study lounges, and laundry rooms.**

Signature: _____

Date: _____

Staff Member: _____
print

Please follow up with any maintenance issues by submitting a workorder online at my.svsu.edu and use the tab "Applications".

Not a Workorder