

– Residence Life Office –

**Tips for Completing Your**

**Room Condition Report (RCR)**

 **WINDOWS & LIGHTS**

* Note the condition of all windows, window glass, screens, blinds (cracks, tears, holes, stains)
* Check to see that they all operate properly
* Check light fixtures – do they work and do they all have light covers?
* Are switch plates, outlet covers, and phone/data outlets intact and functional?

**FURNITURE**

* Note quantity and condition of all furniture (e.g. chips, scratches, stains, burns, loose handles) of furniture
	+ You should have 3 drawers, a desk, a desk chair, 1 bed and mattress, and 1 ladder (if bed is raised)
	+ You will be charged for any damaged or furniture missing from your room when you move out

**WALLS, DOORS, FLOORS**

Please note the following for identifying walls:

* Left Wall – wall to your left as you enter the room
* Right Wall – wall to your right as you enter the room
* Far Wall – wall you see as you enter the room
* Near Wall – wall of which the doorframe is apart
* Note location of any damages to doors (both sides) and door frames
	+ Any scratches or dents, nail/tac or dart holes, tape residue, malfunctioning or missing hardware
* Note cleanliness of and damage to any walls, including holes, tape, and sheetrock tears
* Note size and location of any stains, holes, or tape in ceilings, and stains, tears, or burns in carpeting or flooring.
* Note any hooks, screws, tacks, nails, tape, decals, or stickers, or any item attached by these means to doors, walls, ceilings, furniture, or windows

***Your housing contract forbids the use of screws, decals, tacks, or adhesives on walls, furniture, fixtures, or windows. You will be charged for the labor and materials required to remove and repair the surfaces on which they were used, at a minimum charge of $35.***

**ANYTHING ELSE**

* Note anything in the room that is not clean or is damaged or does not work properly
* Note any items supplied which are not listed on this report
* Note the absence of any items listed on this report