

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

1) I am not responsible, AND WILL BE CHARGED, for damages done to
 2) When you return during a check-out charge will be assessed if you do not check out the items that you check in. You will be charged to your
 3) You must always check out of your room and return your keys in the

50 Ceiling
 51 Stairs
 52 Stairs
 53 Stairs
 54 Stairs

4) The major part of the building is
 5) The major part of the building is

55 Stairs
 56 Stairs
 57 Stairs
 58 Stairs

- 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	Initials	Initials	Initials	Initials

- 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 Chair
- 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 _____