

# Room Inventory Form - Standard Accommodation

This Room Inventory Form should be completed and returned to your Campus Reception within 48 hours of signing the Key Register and receiving the room keys. This form will require you to check all items in your room and to state if there are any problems or defects. You will receive an email to confirm that your completed inventory form has been received. Failure to complete this form and return it to reception within the timescales stated may result in you being charged for damage/loss caused

**Declaration:**

I, the undersigned, agree that the information provided on this form is a true and accurate record of the condition of the bedroom stated. It is understood that any damage or defects not stated on this form may be charged to me at a later date.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Campus: \_\_\_\_\_ Block: \_\_\_\_\_ Room Number: \_\_\_\_\_

The items listed below are to be checked for functionality, general state of repair, any wilful damage or if they are deemed fit for purpose

	Present & in order	Description of Defect/Problem (if applicable)	Office use: Report number
<b>Keys/ Fob</b> Block Door Fob Bedroom/Corridor Window Post Box			
<b>Bedroom Door</b> Chain Lock Handle Door Door Plate (with number on)			
<b>Fire Procedure Notice on Door</b>			
<b>Paintwork</b> Walls (all walls)			
Noticeboard			

Skirting Boards Ceiling			
<b>Carpet/Flooring</b> Stains/Lifting			
<b>Window</b> Fitting/Frame/Security Lock & Handle Curtain & Rail			
<b>Electrical</b> Light Switch Light Cover Vanity Light Plug Sockets			
<b>Radiator</b>			
<b>Bed</b> Base Mattress (check both sides)			
Furniture Desk Chair Wardrobe Drawer Unit/Shelving			
Waste Bin			
Sink Basin Plug and Chain Taps Shelf/Mirror			

***Please use this space to detail any further problems/defects:***

***Please note that no issues mentioned on your Room Inventory Form will be reported by Accommodation Services for repair, and the form is simply a record of the room condition. If you have any issues that require repair or the attention of maintenance, you are expected to report these yourself online at online Maintenance Portal***