

Check In Inspection

Student's Name:

Hall and Room Number:

Condition	Scale
Good condition	1
Damaged (Please make notes)	2

Area		Notes
Door		
Door Lock		
Table/ Desk		
Carpet		
Shelving		
Wardrobe cupboard		
Desk Chair		
Mattress		
Bed base		
Notice board		
Walls		
Kettle		
Lamp		
Telephone		
Radiator		
Window/ Ledges		
Mirror		
Desk Drawers		
Ethernet cables		
Bin		
Door/ Fixtures		
Ceiling Light		
Any other items/ comments:		

Please ensure that you check your room for damage as this inspection sheet will be compared against your check out inspection. Any damage which appears then which was not on your check in sheet will incur a charge unless it had been reported in the maintenance book before your departure.