

Room Condition Report

Mortensen Hall

Room # _____ Bedroom # _____

Contract Holder: _____

Pronoun (Optional): _____

Cell Phone Number: _____

Exterior Key Number: _____

Move-In Date: _____

Move-In Signature: _____

Directions: Please document the condition of the room. The resident will fill out the section on the left. If there are any damages or concerns, feel free to attach an additional sheet of paper and/or take pictures and email them to reslife@augsborg.edu with the hall and room number.

This will be the official record of the condition of the room. Upon move out, Residence Life will use this document to assess any further damages and charge accordingly.

Please return completed RCR to the Residence Life Office within 10 days of move in. If this document is not returned, Residence Life will assume the room is in perfect condition at the time of move in and the resident will be responsible for any undocumented damage.

		Damaged? (Circle One)	Working? (Circle One)	Resident Comments			RA Comments Move Out	Damaged? (Circle One)	Working? (Circle One)
Entryway/Kitchen	Door	Y N	Y N		Entryway/Kitchen Clean? Y N	Door	Y N	Y N	
	Door Stopper	Y N	Y N			Door Stopper	Y N	Y N	
	Number Plate	Y N	Y N			Number Plate	Y N	Y N	
	Closet	Y N	Y N			Closet	Y N	Y N	
	Emergency Information Booklet	Y N	Y N			Emergency Information Booklet	Y N	Y N	
	Peep Hole	Y N	Y N			Peep Hole	Y N	Y N	
	Walls/Ceiling	Y N	Y N			Walls/Ceiling	Y N	Y N	
	Cupboards	Y N	Y N			Cupboards	Y N	Y N	
	Countertops	Y N	Y N			Countertops	Y N	Y N	
	Pantry	Y N	Y N			Pantry	Y N	Y N	
	Sink	Y N	Y N			Sink	Y N	Y N	
	Oven/Stove Top	Y N	Y N			Oven/Stove Top	Y N	Y N	
	Outlets/Switches	Y N	Y N			Outlets/Switches	Y N	Y N	
	Refrigerator	Y N	Y N			Refrigerator	Y N	Y N	
	Lights/Fixtures	Y N	Y N			Lights/Fixtures	Y N	Y N	
Floors	Y N	Y N		Floors	Y N	Y N			
Living Room	Walls/Ceiling	Y N	Y N		Living Room Clean? Y N	Walls/Ceiling	Y N	Y N	
	Thermostat switch/cover	Y N	Y N			Thermostat switch/cover	Y N	Y N	
	Carpet/Floor	Y N	Y N			Carpet/Floor	Y N	Y N	
	Screens/Blinds/Glass	Y N	Y N			Screens/Blinds/Glass	Y N	Y N	
	Outlets/Switches	Y N	Y N			Outlets/Switches	Y N	Y N	
	Lights/Fixtures	Y N	Y N			Lights/Fixtures	Y N	Y N	
Fire Extinguisher	Y N	Y N		Fire Extinguisher	Y N	Y N			
Hallways	Floor/Carpet	Y N	Y N		Hallways Clean? Y N	Floor/Carpet	Y N	Y N	
	Walls/Ceiling	Y N	Y N			Walls/Ceiling	Y N	Y N	
	Smoke Detector	Y N	Y N			Smoke Detector	Y N	Y N	
	Outlets/Switches	Y N	Y N			Outlets/Switches	Y N	Y N	
	Lights/Fixtures	Y N	Y N			Lights/Fixtures	Y N	Y N	
	Closet	Y N	Y N			Closet	Y N	Y N	
Bathroom	Door	Y N	Y N		Bathroom Clean? Y N	Door	Y N	Y N	
	Floor	Y N	Y N			Floor	Y N	Y N	
	Walls/Ceiling	Y N	Y N			Walls/Ceiling	Y N	Y N	
	Tub/Shower	Y N	Y N			Tub/Shower	Y N	Y N	
	Sink	Y N	Y N			Sink	Y N	Y N	
	Toilet	Y N	Y N			Toilet	Y N	Y N	
	Towel Racks	Y N	Y N			Towel Racks	Y N	Y N	
	Outlets/Switches	Y N	Y N			Outlets/Switches	Y N	Y N	
	Lights/Fixtures	Y N	Y N			Lights/Fixtures	Y N	Y N	

Form Continues on Back



		Damaged? (Circle One)	Working? (Circle One)	Resident Comments			RA Comments Move Out	Damaged? (Circle One)	Working? (Circle One)
Interior Room	Door	Y N	Y N		Interior Room Clean? Y N	Door	Y N	Y N	
	Carpet	Y N	Y N			Carpet	Y N	Y N	
	Walls/Ceiling	Y N	Y N			Walls/Ceiling	Y N	Y N	
	Screens/Blinds/Glass	Y N	Y N			Screens/Blinds/Glass	Y N	Y N	
	Outlets/Switches	Y N	Y N			Outlets/Switches	Y N	Y N	
	Lights/Fixtures	Y N	Y N			Lights/Fixtures	Y N	Y N	
	Closet (R)	Y N	Y N			Closet (R)	Y N	Y N	
	Bed Frame (R)	Y N	Y N			Bed Frame (R)	Y N	Y N	
	Mattress (R)	Y N	Y N			Mattress (R)	Y N	Y N	
	Dresser (R)	Y N	Y N			Dresser (R)	Y N	Y N	
	Desk (R)	Y N	Y N			Desk (R)	Y N	Y N	
	Desk Chair (R)	Y N	Y N			Desk Chair (R)	Y N	Y N	
	Closet (L)	Y N	Y N			Closet (L)	Y N	Y N	
	Bed Frame (L)	Y N	Y N			Bed Frame (L)	Y N	Y N	
	Mattress (L)	Y N	Y N			Mattress (L)	Y N	Y N	
	Dresser (L)	Y N	Y N			Dresser (L)	Y N	Y N	
	Desk (L)	Y N	Y N			Desk (L)	Y N	Y N	
	Desk Chair (L)	Y N	Y N			Desk Chair (L)	Y N	Y N	

Facilities Requests Submitted by Resident via Inside Augsburg	If there are any issues with the space, please submit a facilities request via the Inside Augsburg website. The request will not be seen by the facilities staff unless it is submitted electronically. Please describe the facilities requests that have been submitted.

<u>Resident Additional Comments</u> Use space for additional comments. Feel free to take photos for documentation and email them to reslife@augsborg.edu	<u>RA Comments: Move Out</u> Use space for additional comments. Take photos for documentation and make sure the RCR is visible in the photo.
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Checkout:

Name of RA(s) and Date_____
