



# STUDENT HOUSING AND RESIDENCE LIFE

## ACCOMMODATION INVENTORY AND CONDITION FORM

### WELCOME TO YOUR "HOME AWAY FROM HOME"

#### WHY IS THIS FORM IMPORTANT TO YOU ?

As you are accountable for the furnishings and fabric in the accommodation assigned to you, it is important that you note the items that are provided and comment on the condition of the items as well as any maintenance defects in the accommodation.

#### HOW TO COMPLETE THE STUDENT ASSESSMENT

Within **7 days** of your arrival please complete the student assessment and return the completed form back to your Residence Supervisor.

#### ACCOMMODATION

This section gives you the opportunity to comment on the condition of the accommodation and to note any maintenance defects. Should repairs be needed, please supply brief details, or attach a separate piece of paper with details. e.g. (broken window, light fitting missing, walls marked, carpet burned, mirror cracked, electrical plug not working, lock faulty etc).

#### FURNITURE

Check that the number of items of furniture indicated on the form corresponds with what is found in the accommodation. Should there be any discrepancy please indicate this. Should repairs be required, please supply brief details in column provided.

**DO NOT COMPLETE THE SUPERVISOR'S ASSESSMENT, YOUR RESIDENCE SUPERVISOR WILL COMPLETE THESE DURING THE SEMESTER.**

#### PLEASE NOTE

- ❖ *Students in double rooms, flats and houses are jointly responsible for the fabric and furniture in their communal areas. (e.g. lounges, passages, kitchens, bathrooms etc.)*
- ❖ *Return this form together with your white information card to your Residence Supervisor. Should you fail to respond by returning the above within the set time frame, your name will be forwarded to the Warden for disciplinary action.*
- ❖ *Upon your vacating the accommodation the Residence Supervisor will conduct an inspection to assess wear and tear, damages, cleanliness, furniture stock etc.*
- ❖ *It is the University's policy that the costs of making good any damage, not occasioned by normal wear and tear, excessive cleaning or missing items are debited to your fee account.*
- ❖ *Please acquaint yourself with the FIRE, SAFETY AND SECURITY information that appears on the BRIGHT ORANGE STICKER pasted behind your room door.*

**PLEASE SEE YOUR RESIDENCE SUPERVISOR**

**SHOULD YOU REQUIRE ASSISTANCE IN COMPLETING THIS FORM**