

# Room Condition Report

Resident Name: \_\_\_\_\_

Room Number: \_\_\_\_\_

Check your room and furnishings carefully against this Room Condition Report (RCR) immediately. RCRs should be submitted to the front desk within forty-eight (48) hours of check-in. You must report any pre-existing damage in the room to avoid being financially responsible for damage found at the end of your occupancy period. Charges for room or furnishing damages may not be appealed if you do not submit a Room Condition Report at the beginning of your occupancy. Any deviation from the condition beyond normal wear and tear will be charged to the resident of that room. Please report any damages or need repairs to the front desk at the time of occurrence.

## Criteria for Selecting the Condition:

### **Excellent:** *In an unmarked, like new condition*

- Walls/Ceiling – clean, no pinholes, no blemishes, no missing paint or peeling
- Floors – clean, no wear, no discoloration, no stains, no chipping
- Furniture – clean, no scratches, no marks, new condition

### **Good:** *Shows some wear/tear, but still in working condition; satisfactory, sufficient, no major attention needed*

- Walls/Ceiling – ¼ inch to ½ scratches, no nail holes, and or any missing paint from walls or windowsills
- Floors – minor stains, some wear and tear
- Furniture – 1 to 2 inch scratches, no chipping, no marks

### **Poor:** *Poor condition, but still functional*

- Walls/Ceiling – any nail holes, tape residue, peeling or chipping paint
- Floors – large stains, major discoloration
- Furniture – scratches, chipping and marks larger than 2 inches in length

### **Repair:** *Please include specific notes and complete a Maintenance Request Form (located at the front desk) for repair*

- Broken drawers: hard to open or missing
- Missing, cracked or falling down light covers and lights that are out
- Missing or bent wardrobe bars
- Blinds, draperies, or windows that will not open or close, are hard to operate, or are missing parts
- Loose bed frames, damaged mattress, or missing mattress covers

**N/P:** *Item not present in the room*

**N/A:** *Item does not apply to my room*

***Please complete the checklist on the reverse side and return to the Front Desk within 48 hours of your check-in***

**Room Condition:**

Walls:                   Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Floor:                   Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Ceiling:                Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Ceiling Fan:           Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Window(s):            Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Curtains:              Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_

**Furniture Condition:**

Bed and Frame:        Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Mattress:             Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Mattress Cover:      Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Wardrobe:            Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Dresser (3 drawers): Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Desk:                 Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Chair:                 Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Large Bookcase:      Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Small Bookcase:      Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Couch:                Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 End Table:            Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_

**Other Items Condition:**

Telephone:            Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Wall Jacks:           Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Light Switches:      Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Mirrors:             Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Sink:                 Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_  
 Radiator/Furnace:    Excellent \_\_\_ Good \_\_\_ Poor \_\_\_ Repair \_\_\_ N/P \_\_\_ N/A \_\_\_

Comments (please detail any Poor/Repair notes): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*By submitting this form, I certify that I accept the room in its current condition and the responsibility for maintaining it as described on this report. Furthermore, I attest that the items noted were in the condition(s) as specified above. I understand that I will be held financially responsible for any/all damages to this room which are not specified on this form.*

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>For Office Use Only</b>	
Accepted by: _____	Date: _____
Comments:	