



Room Inspections

Before you arrive a Residential Life Staff member will have inspected your room. Room inspections protect both the student and the University. When you check out of your room, your RA/CA will repeat this inspection to assess the checkout condition of the room and answer any questions.

RA/CA'S INSPECT THE FOLLOWING:

BASIC ROOM COMPONENTS:

- ❑ **Keys:** Use the keys/Lutecard to check the lock and deadbolt function. Collect room, entrance and mail keys (if applicable).
- ❑ **Door:** Check both sides of the door for damage, cleanliness, and ease of opening/closing/latching. Check door hinges, posts for damage/cleanliness. Check handle for looseness/difficulty with key. Check peephole.
- ❑ **Light fixtures:** Test all switches for proper operation; check for flickering/burnt out bulbs. Check light covers for damage.
- ❑ **Floors:** Record if there are missing or cracked floor tiles; scuff marks are normal wear and tear, unless they are excessive.
- ❑ **Walls/Ceiling:** Check for dirt, holes, nails, chipped paint, tape residue, etc. Record all holes larger than a penny. Record obvious evidence that wall paint chipping/peeling. Record any cracks in walls/ceiling.

FURNITURE & BUILT-INS:

- ❑ **Built-in or moveable dressers:** Pull out each drawer. Check for ease in opening/closing, large cracks, broken/missing pieces. Note stains/smells.
- ❑ **Built-in or moveable bookshelves:** Check if the shelves are broken or missing. Note stains/smells.
- ❑ **Medicine Cabinet and Mirror:** Check for cleanliness, damage, and ease of opening/closing/latching doors; check for cracks in mirror.
- ❑ **Closets** (inside and out) and overhead storage areas. Check for cleanliness, damage, ease of opening/closing/latching doors.
- ❑ **Beds:** Verify "freshman formation". Check for cleanliness and damage. Record if the bed is missing bolts, cracked rails, missing/broken bed decks/springs, etc. If the bed wobbles have student secure the bolts; note any stripped/malfunctioning bolts.
- ❑ **Mattresses:** Check both sides for stains and rips.
- ❑ **Chairs:** Check for sturdiness.
- ❑ **Desks:** Check for cleanliness and damage. Pull out each drawer; note stains/smells.

WINDOWS:

- ❑ **Windows:** Check for cracks, handles/brackets, and damaged/missing screens. Check ease of opening/closing/latching.
- ❑ **Blinds:** Check for cleanliness and damage. Raise and lower blinds to ensure ease of use. Note any missing parts—wand to open/close blinds and cord to lower/raise blinds.

MISCELLANEOUS:

- ❑ **Smartstrip:** Check for appropriate number (only 1); check for damage. Leave in a top desk drawer. Ask student if it seemed to work properly.
- ❑ **Bulletin Board:** Check cleanliness and damage.
- ❑ **Wastebaskets and recycling bin:** Check for appropriate number (1 wastebasket—2 recycling bins). Recycle Bins must be clean—have resident wash prior to checking out, if necessary.
- ❑ **Smoke detector:** Check for damage. A functioning smoke detector will have a blinking red light.
- ❑ **Outlets:** Ask student if all electrical, cable, and phone outlets work. Check for missing/broken outlet covers.
- ❑ **Heater/Thermostat:** Ask student if heat/thermostat works. Check for damage.

WHAT IS A ROOM INSPECTION?

A room inspection tracks the starting condition of a resident's room when a student checks into a room and compares it to the condition of the room at check-out. Each resident assigned to a room completes the room inspection process with an RA.

WHY DO WE HAVE ROOM INSPECTIONS?

- To protect residents from being charged for damage they did not create.
- To hold students accountable for damages made to facilities while under their care.
- To track the condition of our facilities in order to plan and prioritize improvements.

THE STUDENT IS RESPONSIBLE.

The RAs are just doing their job; they will report anything they find to be missing/damaged/out of place. It is up to the student to report damages ahead of time and be thorough during check-in and check-out.



DAMAGES AND FINES

RA/CA's inspect student rooms either with the student who is checking out (traditional halls) or after the student has completed an Express Check Out (South and Kreidler only). Here is list of some items that result in a fine. All students have the opportunity to check out with an RA/CA to discuss damages and to address any issues at the time of check out.

Fines - Dirty Room	\$50.00
Fines - Improper Check-out	\$50.00
Fines - Item Removal (per load left upon check-out)	\$50.00
Fines - Freshman Formation/Loft Kit	\$25.00
Room Key Re-core	\$70.00

Damage, intentional or not, is the responsibility of; 1) the student(s) who incur the damage or; 2) the occupant(s) of the room or hall in which the damage occurs. **The Residential Life Office reserves the right to add charges if significant cause is found after a student's departure and can be attributed directly to the student.**

The replacement and administrative costs of the items are listed below. **Items marked with an asterisk (*) may be considered common to roommates.** Should damage occur, the cost of replacement or repair will be divided between roommates unless arrangements are made prior to the inspection with the Resident Director. Damage to common area furniture, elevators, lounges, hallways and bathrooms may be corporately charged to the students living in the hall, floor or wing where the damages occur.

Actual costs charged may be greater and are subject to change without notice.

<input type="checkbox"/> Bed – Bolts (each)	\$5.00	<input type="checkbox"/> Hole - 2" diameter or smaller*	\$30.00
<input type="checkbox"/> Bed End (each)	\$125.00	<input type="checkbox"/> Hole - 2" - 4" diameter*	\$60.00
<input type="checkbox"/> Bed Rail (each)	\$75.00	<input type="checkbox"/> Hole - Above 4" diameter*	\$100.00
<input type="checkbox"/> Bed Springs/Deck	\$75.00	<input type="checkbox"/> Light cover – Wall*	\$40.00
<input type="checkbox"/> Book Shelves	\$100.00	<input type="checkbox"/> Light fixture – Wall*	\$50.00
<input type="checkbox"/> Bulletin Board	\$30.00	<input type="checkbox"/> Light cover – Ceiling*	\$75.00
<input type="checkbox"/> Cable Box/Molding*	\$25.00-\$75.00	<input type="checkbox"/> Light fixture - Ceiling*	\$75.00
<input type="checkbox"/> Ceiling - Minimal Damage*	\$30.00	<input type="checkbox"/> Lights - Desk	\$75.00
<input type="checkbox"/> Ceiling - Extensive Damage*	\$125.00	<input type="checkbox"/> Lights - Medicine Cabinet*	\$60.00
<input type="checkbox"/> Closet Doors	\$150.00	<input type="checkbox"/> Mattress	\$220.00
<input type="checkbox"/> Closet Hanger Rod	\$25.00	<input type="checkbox"/> Medicine Cabinet Doors	\$40.00
<input type="checkbox"/> Closet Shelves	\$35.00	<input type="checkbox"/> Medicine Cabinet Shelves*	\$10.00
<input type="checkbox"/> Desk Chair	\$200.00	<input type="checkbox"/> Mirror*	\$75.00
<input type="checkbox"/> Desk Drawers	\$75.00	<input type="checkbox"/> Outlet Repair*	\$20.00
<input type="checkbox"/> Desk Top & Sides	\$120.00	<input type="checkbox"/> Outlet Cover*	\$5.00
<input type="checkbox"/> Desk Replacement	\$475.00	<input type="checkbox"/> Paint - 1 Wall*	\$50.00
<input type="checkbox"/> Door Back*	\$75.00	<input type="checkbox"/> Paint - Ceiling*	\$50.00
<input type="checkbox"/> Door Front*	\$75.00	<input type="checkbox"/> Recycling Basket*	\$20.00
<input type="checkbox"/> Door Hinges (each)*	\$15.00	<input type="checkbox"/> SmartStrip*	\$20.00
<input type="checkbox"/> Door Number*	\$20.00	<input type="checkbox"/> Smoke Detector*	\$150.00
<input type="checkbox"/> Door Post*	\$150.00	<input type="checkbox"/> Thermostat*	\$60.00
<input type="checkbox"/> Door Peephole*	\$15.00	<input type="checkbox"/> Wall - Tape Marks*	\$25.00
<input type="checkbox"/> Door Replacement*	\$300.00	<input type="checkbox"/> Wastebasket	\$20.00
<input type="checkbox"/> Dresser Drawers	\$85.00	<input type="checkbox"/> Window Blinds (per slat)*	\$30.00-\$50.00
<input type="checkbox"/> Dresser Top & Sides	\$85.00	<input type="checkbox"/> Window Blinds (per blind)*	\$75.00-\$250.00
<input type="checkbox"/> Dresser Replacement	\$390.00	<input type="checkbox"/> Window Blinds (per wand)	\$10.00
<input type="checkbox"/> Dry Erase Board (hallway)*	\$50.00	<input type="checkbox"/> Window Brackets*	\$50.00
<input type="checkbox"/> Floor - Per Tile Replacement*	\$10.00	<input type="checkbox"/> Window Screens*	\$85.00
<input type="checkbox"/> Heater*	\$300.00	<input type="checkbox"/> Windows*	\$275.00-\$500.00