

Room Inventory Form - Ensuite Accommodation

This Room Inventory Form should be completed and returned to your Campus Reception within 48 hours of signing the Key Register and receiving the room keys. This form will require you to check all items in your room and to state if there are any problems or defects. You will receive an email to confirm that your completed inventory form has been received. Failure to complete this form and return it to reception within the timescales stated may result in you being charged for damage/loss caused before you took up occupancy Charges will be incurred at the end of the academic year. For further guidance, please refer to the Student Guide to Accommodation.

Declaration: I, the undersigned, agree that the information provided on this form is a true and accurate record of the condition of the bedroom stated. It is understood that any damage or defects not stated on this form may be charged to me at a later date.

Name: _____ Signature: _____ Date: _____

Campus: _____ Block: _____ Room Number: _____

The Items listed below are to be checked.

The Items listed below are to be checked.	Present & in order	Please Note any issues/defects	HRAMS Ref number
Keys/ Swipe Card Doors (swipe card) Corridor/Bedroom Door Post Box			
Bedroom Door Please check: Chain Lock Handle Door Paintwork for scratches/graffiti			
Fire Procedure Notice on door			
Paintwork:- (including bathroom) Walls (all walls scratches/marks) Noticeboard Skirting Boards Ceiling			
Carpet/Flooring – (including bathroom) Stains/lifting			
Window Lock & Handle Curtain/Blind & Rail			

Electrical:- Light Switch Light Cover (including bathroom light) Plug Sockets Bathroom Pull cord Extractor Fan in the bathroom (automatic when light is on). Vanity Light			
Radiator – Will not come on unless the outside temperature is below 19 degrees.			
Bed Bed Base Mattress (check both sides) Please report any issues immediately.			
Furniture Desk Chair Drawer Unit and Wardrobe Shelving Unit			
Waste Bin			
Bathroom Mirror			
Shower Shower Cubicle Inc Tray Tiles Sealant (Good condition/ any mould) Shower Head/Function(tap)			
Toilet Cistern Toilet Basin Flush Handle Toilet Seat Toilet Roll Holder			
Bathroom Sink Plug & Chain Taps Shelf			

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Any other comments:

Please note that no issues mentioned on your Room Inventory Form will be reported by Accommodation Services for repair, and the form is simply a record of the room condition. If you have any issues that require repair or the attention of maintenance, you are required to report them to the maintenance reporting system.