LEWIS QUAD COMMON AREA CONDITION REPORT Suite #:_____ Key Code: _____

During check-in, take note of all tape marks, stains, holes, scratches, etc., and the quantity of furniture in the common room. Be specific. Use the following terms to note condition of each item: New, Good, Satisfactory, Poor, or NA (not applicable or not present). Residents are financially responsible for all damages or missing items noted at check-out which were not listed at check-in. Professional staff will complete the final inspection for billing purposes. Your signature indicates acknowledgment of these statements and agreement with the condition of the room at check-in/out. The College is not responsible for personal property left in the room.

Item	Qty	Condition	Check-In Comments	Qty	Condition	Check-Out Comments
Common Room						
Bulletin Board						
Cable Jack/Faceplates						
Ceiling						
Couch						
Data Port/Faceplates						
Door						
Door knob						
End table						
Exit Signs						
Fire Alarm						
Fire Extinguisher						
Floor						
Light Fixtures						
Light Switches						
Lock						
Loveseat						
Outlets/Faceplates						
Phone Jack/Faceplates						
Room Number						
Smoke Detector						
Soft Chairs						
Sprinkler Heads						
Study Chairs						
Study Table						
Television						
Wall, Back						
Wall, Front						
Wall, Left						
Wall, Right						
Window						
Window Blinds						
Window Screens						
Hallway						
Ceiling						
Closet						
Doors						
Floor						
Light Fixture						
Light Switches						
Wall, Back						
Wall, Front						
Wall, Left						
Wall, Right						
Stairwell						
Bannister						
Ceiling						
Door						
Door knob						
Lock						
Room Number						

Stairs						
Walls						

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Item	Qty	Condition	Check-In Comments	Qty	Condition	Check-Out Comments
Bathroom 1 (Left)						
Ceiling						
Countertop/Cubbies						
Door/Knob/Nameplate						
Floor						
Light Fixture						
Light Switches						
Mirrors						
Outlets/Faceplates						
Paper Towel Dispenser						
Shower Curtain/Door						
Shower						
Sinks/Drains						
Soap Dispenser						
Sprinkler Heads						
Toilet						
Toilet Door						
Toilet Paper Holder						
Towel Hooks/Bars						
Walls						
Window/Blinds/Screen						
Bathroom 2 (Right)						
Ceiling						
Countertop/Cubbies						
Door/Knob/Nameplate						
Floor						
Light Fixture						
Light Switches						
Mirrors						
Outlets/Faceplates						
Paper Towel Dispenser						
Shower Curtain/Door						
Shower						
Sinks/Drains						
Soap Dispenser						
Sprinkler Heads						
Toilet						
Toilet Door						
Toilet Paper Holder						
Towel Hooks/Bars						
Walls						
Window/Blinds/Screen						
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Check-in Signature:
Check-in Signature:
Staff Signature:

Check-out Signature:
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Staff Signature: