

# Morrisville State College Room Inventory and Condition Record

Name: \_\_\_\_\_ M #: \_\_\_\_\_

Residence hall: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_

**To the resident:** This document records the presence and condition of furnishings in the room and the general condition of the room at the time you accept occupancy. Any deterioration of the condition of the room or its furnishings will be charged to you after vacating the room. **Signing In:** This form must be completed with a residence life staff member. Be sure to examine the condition of the room and its furnishings **prior to signing this form**. Any additions/changes that you want noted should be made at this time. **Signing Out:** YOU are responsible for arranging to have a staff member present when you vacate the room. Some chargeable damages may be identified at this time; the RD will complete an additional check of the room at a later time to determine any other chargeable damages. (Please note that you may make an appointment with your RD to check your room prior to vacating your room.) After completing this form, your keys must be surrendered (in person) to a staff member and the remaining resident of the room becomes responsible for the entire room. **Failure to sign out properly with a staff member will result in a loss of damage billing appeal rights.**

[CC] Condition Codes: (G) Good – New or recently repaired (F) Fair – Shows minimum wear and tear  
(P) Poor – Significant wear and tear (U) Unsatisfactory – Excessive damage

[% Chg.] Percent of damage charge assessed:

100% (unless otherwise specified) 50% - cost split between 2 residents 33% - cost split between 3 residents

| ITEM                            | CC | In notes | CC | Out notes | CC | RD notes | % | \$ Chg. |
|---------------------------------|----|----------|----|-----------|----|----------|---|---------|
| Key #                           |    |          |    |           |    |          |   |         |
| Mattress                        |    |          |    |           |    |          |   |         |
| Blinds/Shade                    |    |          |    |           |    |          |   |         |
| Ceiling                         |    |          |    |           |    |          |   |         |
| Closet                          |    |          |    |           |    |          |   |         |
| Closet door/curtain             |    |          |    |           |    |          |   |         |
| Door: Room                      |    |          |    |           |    |          |   |         |
| Door: Room: Lock set            |    |          |    |           |    |          |   |         |
| Door: Room: Number plate        |    |          |    |           |    |          |   |         |
| Door: Room: Peep hole           |    |          |    |           |    |          |   |         |
| Floor tiles/carpet              |    |          |    |           |    |          |   |         |
| Furniture: Chair: Metal/ Wood   |    |          |    |           |    |          |   |         |
| Furniture: Desk: Top            |    |          |    |           |    |          |   |         |
| Furniture: Desk: Drawers        |    |          |    |           |    |          |   |         |
| Furniture: Dresser: Top         |    |          |    |           |    |          |   |         |
| Furniture: Dresser: Drawers     |    |          |    |           |    |          |   |         |
| Furniture: Pedestal: Top        |    |          |    |           |    |          |   |         |
| Furniture: Pedestal: Drawers    |    |          |    |           |    |          |   |         |
| Heat detector                   |    |          |    |           |    |          |   |         |
| Smoke detector                  |    |          |    |           |    |          |   |         |
| Lamp                            |    |          |    |           |    |          |   |         |
| Lightbulb [flourescent]         |    |          |    |           |    |          |   |         |
| Mirror: Wall                    |    |          |    |           |    |          |   |         |
| Base molding                    |    |          |    |           |    |          |   |         |
| Trash/recycling can             |    |          |    |           |    |          |   |         |
| Walls side: [left & right]      |    |          |    |           |    |          |   |         |
| Walls end: [near window/closet] |    |          |    |           |    |          |   |         |
| Windows                         |    |          |    |           |    |          |   |         |
| Window screen                   |    |          |    |           |    |          |   |         |

**AT CHECK OUT:**

Room cleaned: Yes \_\_\_ No \_\_\_ [\$30] Room key returned: Yes \_\_\_ No \_\_\_ [\$48] Mail key returned: Yes \_\_\_ No \_\_\_ [\$10] Total: \$ \_\_\_\_\_

I acknowledge that I am responsible for maintaining the room furnishings and returning the room to its original condition and set-up. I have read the reverse side of this form for a more detailed itemization of damage expenses. I am familiar with the damage billing and appeal process as outlined in my student handbook.

\_\_\_\_\_  
Resident signature at check-in Date

\_\_\_\_\_  
Resident Signature at check-out Date

\_\_\_\_\_  
Staff signature at check-in Date

\_\_\_\_\_  
Staff signature at check-out Date

\_\_\_\_\_  
RD signature at final check Date

\*This list is not exhaustive. Charges may be assessed for damages to items that may not have been specifically listed.

| Item                               | \$     | Item                                  | \$     |
|------------------------------------|--------|---------------------------------------|--------|
| Bed: Frame                         | 70.00  | Furniture: Pedestal                   | 130.00 |
| Bed: Mattress                      | 87.00  | Furniture: Dresser                    | 210.00 |
| Blinds                             | 200.00 | Furniture: Dresser: Broken drawer     | 50.00  |
| Blinds: Fin/mechanism: Repair      | 25.00  | Furniture: Dresser: Refinish          | 65.00  |
| Shades                             | 100.00 | Lamps                                 | 60.00  |
| Cable TV: Cable wire               | 15.00  | Lamps: Plugs/wire                     | 18.00  |
| Cable TV: Wall box                 | 10.00  | Lamps: Shade                          | 9.00   |
| Cable TV: Face plate               | 14.00  | Lamps: Floor: Bulb [flourescent]      | 5.00   |
| Cleaning: Extra cleaning           | 30.00  | Lights: Ceiling globe                 | 25.00  |
| Cleaning: 1 wall                   | 10.00  | Lights: Switch plate                  | 14.00  |
| Cleaning: Mop                      | 15.00  | Mirror: Wall                          | 55.00  |
| Cleaning: Sweep                    | 15.00  | Misc.: Trash/recycling can            | 6.00   |
| Closet: Hook                       | 5.00   | Misc.: Floor tiles                    | 6.00   |
| Closet: Rod                        | 10.00  | Misc.: Carpet clean                   | 10.00  |
| Closet: Shelf                      | 25.00  | Misc.: Carpet replace                 | Cost   |
| Closet: Door                       | 75.00  | Misc.: Towel bar                      | 18.00  |
| Closet: Curtain                    | 90.00  | Painting: Ceiling touch-up            | 30.00  |
| Closet: Door handle                | 10.00  | Painting: All room walls              | 80.00  |
| Door: Room: [old dorm]             | 240.00 | Painting: 1 large wall [side]         | 35.00  |
| Door: Room: [new dorm]             | 485.00 | Painting: 1 small wall [end]          | 25.00  |
| Door: Room: Handle                 | 28.00  | Painting: Full ceiling                | 40.00  |
| Door: Room: Lock change            | 48.00  | Painting Prep: Putty small holes      | 5.00   |
| Door: Room: Lock set               | 160.00 | Painting Prep: Plaster large holes    | Cost   |
| Door: Room: Number plate           | 15.00  | Painting: Touch-up writing            | 20.00  |
| Door: Room: Paint                  | 28.00  | Safety: Electrical outlet: Face plate | 15.00  |
| Door: Room: Peep hole              | 15.00  | Safety: Light: Receptacle             | 16.00  |
| Door: Room: Refinish               | 60.00  | Safety: Light: Switch                 | 16.00  |
| Door: Room: Scratches              | 32.00  | Safety: Smoke detector                | 50.00  |
| Door: Room: Sticker removal        | 15.00  | Safety: Heat detector                 | 10.00  |
| Furniture: Scratches/chips/writing | 60.00  | Screen: Room[PQ]                      | 73.00  |
| Furniture: Chairs: Metal/Plastic   | 35.00  | Screen: Room [IQ]                     | 60.00  |
| Furniture: Chairs: Wood            | 130.00 | Screen: Minor rip                     | 25.00  |
| Furniture: Desk                    | 210.00 | Windows: Room                         | 200.00 |
| Furniture: Desk: Refinish          | 65.00  | Windows: Room: Glass                  | 100.00 |

### Billing

Residents are responsible for destruction or damage of property caused by their guests. Charges may be assigned for deliberate or malicious damage, loss or theft, misuse, abuse, or accidental damage of college property that requires repair, replacement, or corrective measures. Students are responsible for damage to and items missing from public areas in their residence halls. Residents will be held responsible for the condition and cleanliness of their room and furnishings and for any loss or damage beyond normal wear that may occur during their occupancy. Upon occupying a room, all students must complete this inventory form and are subject to being billed for damages detailed on this form and an Invoice for Damages. Damage and loss will be determined through comparative inspections conducted by residence life staff (upon arrival and after departure).

All student damages are normally assessed at replacement cost. Individual student payment for damages to college property must be made to the Business Office. Payments can be made by credit card or checks made payable to "Morrisville State College." The college may refuse any and all privileges, including grade reports, official transcripts, graduation, honorable dismissal, or withdrawal, unless all financial obligations have been fully paid. The damage billing process allows for review and appeal of all damage assessments. However, the damage billing policy itself cannot be appealed. In order to provide for consistent review of damages, all questions concerning an assessment or further clarification that may be needed should be directed to the Residence Life Office in writing. Results of appeals will be sent to the student, in writing.