

PENINSULA RESIDENTIAL ROOM DEPARTURE CONDITION REPORT
CHECK LIST FOR RESIDENTS ONLY

On arrival residents completed a Room Condition Report. It is expected that when you depart your room matched this condition. Please use the following as a check list in preparation of your departure.

<u>ITEM</u>	✓	<u>CONDITION REQUIRED ON DEPARTURE</u>
ALLOCATED KITCHEN CUPBOARDS		Doors and catches attached and working and free of food items or rubbish
BACKYARD		Items removed from Clothesline.
BED & MATTRESS		Mattress clean without holes or rips bed base frame not broken
BLINDS/CURTAINS		Blinds - Clean and free of marks and in good working order Curtains (if applicable) - Clean and free of marks, no rips or holes hooks and runners in working condition
BOOK SHELVES		Free from graffiti and stickers. In good working order
CARPETS		Rubbish picked up from floor and no major stains on carpets
CLOTHES AIRER		Present and not broken
DESK		Free from graffiti, liquid paper graffiti, stickers, rubbish in drawers, carving
DESK CHAIR		Present and not broken
EMERGENCY NOTICES		No rips or graffiti
ENTRY DOOR		Free from graffiti, sticky tape, labels and Blu/white tack
FLYSCREENS		In correct position with no tears and rips
HAND BASIN		Cleaned and wiped down. We expect it to be dirty within reason as it has been cleaned on a regular basis during the year
HEATER		Free from graffiti, sticky tape, sticky hooks, posters, stickers etc
LAUNDRY		All clothing items removed from the Washing machine and dryer. Both the washing machine and dryer are in good working condition.
MAILBOX		Lock removed, all mail removed, free of rubbish. Forwarding address provided to the Residential Office.
MIRROR		No graffiti or stickers
NOTICEBOARD		Free of graffiti
PARKING PERMIT		Returned to the Residential Office
ROOM KEY		Returned to the Residential Office
RUBBISH BIN		Empty & Clean
SHOWER		Free from rubbish, cleaned and wiped down. We expect it to be dirty within reason as it has been cleaned on a regular basis during the year
SMOKE DETECTOR		On ceiling with battery and in operational condition
TOILET		Cleaned and wiped down. We expect it to be dirty within reason as it has been cleaned on a regular basis during the year
VOIP TELEPHONE + cable		Present and not broken. Please remove all voicemail messages.
WALLS & CEILING		Free from graffiti, sticky tape, holes, sticky hooks, posters, stickers etc
WARDROBE		Doors and catches attached and working and empty of rubbish, drawers empty of rubbish
WINDOWS		Free from graffiti, sticky tape, sticky hooks, posters, stickers etc