

IMPORTANT INFORMATION ON YOUR DEPARTURE

TURNER HALL, HOLMAN HALL, CAMPBELL HALL, LOGAN HALL

CHECK LIST FOR RESIDENTS ONLY

On arrival all residents completed a Room Condition Report, it is expected that when you depart your room matched with the original room condition report. Please use the following as a check list in preparation of your departure.

When you check out of your room you may be billed for any damages not listed at the time of check-in.

ITEM	✓	CONDITION REQUIRED ON DEPARTURE
ENTRY DOOR & DOOR CLOSER		Free from graffiti, sticky label residue, blu tack and sticky tape, scratches or scuff marks, parts present and in working order
ROOM ENTRY KEY		Returned upon departure undamaged
WALLS & CEILING		Clean and free of graffiti, sticky tape, holes, hooks, blu tack, posters, stickers etc.
CARPETS & VINYL FLOORING		Rubbish picked up from floor and no stains on carpets. No rips or tears in vinyl
LIGHT FITTINGS, POWERPOINTS, DATA POINT		Fittings and card reader to be undamaged and in working order.
CEILING FAN & KITCHEN RANGEHOOD & BATHROOM EXHAUST		Free of dust and grim build up, fan nob present and undamaged. Range hood clean and undamaged.
SMOKE DETECTOR		On ceiling with battery and working.
MIRRORS		Clean and free of marks, graffiti, and stickers. Mirrors uncracked or broken.
WINDOWS		Free from graffiti, sticky tape, sticky hooks, posters, stickers. Glass uncracked or broken.
FLYSCREENS		Present and without tears or rips.
DESK, SHELVES, CUPBOARDS AND CABINETS		Undamaged, unscratched, free of graffiti, liquid paper graffiti, stickers, food scraps in drawers and carving. All door hinges and drawer parts in working order
TELEPHONE + one cable		Present with clips intact in full working order.
HEATER		Free from graffiti, sticky tape, holes, hooks, posters, stickers, etc and in full working order.
BED & MATTRESS		Mattress clean without holes or rips and bed base frame without bends or breaks in metal. Mattress Protector present
CURTAINS/BLINDS		Clean and free of marks, no rips or tears, hooks and runners in working condition.
HAND BASIN AND TOILET		Cleaned and wiped down. Unbroken with no cracks or damages.
SHOWER AND ENSUITE		Free from rubbish, cleaned and wiped down. We assume that it has been cleaned on a semi-regular basis during the year.
BATHROOM HOOKS AND HOLDERS		All present, attached as designed and unbroken. Clean and free of built up grime.
LOOSE FURNITURE ITEMS (Dining table, bedside table, chair)		Dining table and bedside tables undamaged, unscratched, free of graffiti, stickers, food scraps and carving. Desk chair present (not Common Room Chair) and undamaged.
CLOTHES LINE AND RUBBISH BIN		Clothes line present and attached to the wall with no damages. All bins present, clean and undamaged.
SINK AND TAPWARE		Cleaned, unclogged and wiped down. Plug present and intact.
LOST PROPERTY/GENERAL RUBBISH		Nothing to be present in the room which was not their upon arrival
HOT PLATES & MICROWAVE OVEN		Clean, free of built up grime or food scraps. In working order, with all parts present including glass plate.
FRIDGE		Clean, free of built up grime or food scraps. Door undamaged with no scratches or dints. Trays and shelves present and uncracked.