

St. Andrew's Hall CONDITION REPORT - QUAD Common Area # _____

Move-out // Move-in (please circle one) Inspection

Inspected by: _____
(Staff Signature)

Date: _____

Inspected by (residents):

Room D: _____
 Name: _____
 Phone #: _____

Room E: _____
 Name: _____
 Phone #: _____

Room F: _____
 Name: _____
 Phone #: _____

Room G: _____
 Name: _____
 Phone #: _____

	CONDITION				
	Worn/ usable	Good	Bad	Cleaned	
Area #1 - KITCHEN					
Stove / oven					
Hood fan / Light					
Broiler Pan					
Fridge					
Cabinets/counters					
Dishwasher					
Microwave					
Kitchen sink					Faucets, plugs
Kitchen floor/baseboards					
Windows & handles					(Kitchen)
Wall/ceiling paint					(Kitchen)
Light Switches / Electrical Outlets					
Area #2 - LIVING ROOM & FURNITURE					
Wall/ceiling paint					(nails, stickers, dents, etc.)
Door/trim paint					
Windows/handles					(Living room)
Blinds					(Living room)
Dining table/chairs (4)					Edges?
Side Tables (3)					Edges?
Floor lamps (2)					Lightbulbs work?
Sofas (2)					Burns?
Carpets					Steam cleaned? (move-out only; receipt to present) _____
Baseboards					
Light Switches / Electrical Outlets					

	CONDITION				Explanation
	Worn/ usable	Good	Bad	Cleaned	
Area #3 - STORAGE / Hall / SMALL BATHROOM					
Storage Closet					Doors: Floor/walls:
Walls/ceiling paint (storage & hallway)					
Walls/ceiling paint (small bathroom)					
Ceiling Fan					
Mirror and Sink					
Toilet					
Cabinets/counter/Towel Rack					
Floor					(small bathroom)
Carpets (storage & hallway)					Steam cleaned? (move-out only; receipt to present) _____
Bathroom Door					
Area #4 - LARGE BATHROOM					
Ceiling Fan					
Walls & Ceiling					(nails, stickers, dents, etc.)
Shower area/door/curtain					
Cabinets/counter/Towel rack					
Bathroom Sink					
Mirror					
Toilet					Toilet Plunger?
Bathroom Floor					
Bathroom Door					
Plunger					
OTHER					
Light Switches / Electrical Outlets					
Smoke Detector(s)					
Thermostat / De-humidistat					
<p>Please note that move-out inspections are not considered final until cleaning staff has assessed time needed to do a thorough cleaning. Cleaning common space in quads will be charged 4 equal payments. Charges are deducted from the security deposit at \$40/hour.</p> <p>Please make an appointment with your Community Coordinator as soon as possible to arrange an inspection. Move-in and move-out reports will be compared to determine damages and missing items, which will be assessed against your security deposit.</p>					