

# St. Andrew's Hall **CONDITION REPORT - QUAD Common Area #** \_\_\_\_\_

## **Move-out // Move-in** *(please circle one)* **Inspection** *(for September and April)*

Inspected by: \_\_\_\_\_  
 (Staff Signature)

Date: \_\_\_\_\_

Inspected by (residents):

Room D: \_\_\_\_\_ Room E: \_\_\_\_\_ Room F: \_\_\_\_\_ Room G: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_ Phone #: \_\_\_\_\_

	CONDITION				
	Worn/ usable	Good	Bad	Cleaned	
<b>Area #1 - KITCHEN</b>					
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					
<b>Area #2 - LIVING ROOM &amp; FURNITURE</b>					
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; <b>receipt</b> to present) _____
Baseboards					
Light Switches / Electrical Outlets					

	CONDITION				Explanation
	Worn/ usable	Good	Bad	Cleaned	
<b>Area #3 - STORAGE / Hall / SMALL BATHROOM</b>					
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					
<b>Area #4 - LARGE BATHROOM</b>					
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					
<b>OTHER</b>					
Light Switches / Electrical Outlets					
Smoke Detector(s)					
Thermostat / De-humidistat					
<p>Please note that move-out inspections by ComCos are not considered final. Cleaning staff will assess time needed to do any necessary cleaning. Cleaning common space in quads will be charged 4 equal payments. Charges are deducted from the security deposit at \$50/hour. If you return in the fall, you might be asked to pay move-out charges to restore your security deposit before your return.</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>					