

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 (move- out only)	
Area #1 - KITCHEN					
Stovetop / oven					
Hood fan / Light					
Fridge					
Dishwasher					Clean inside?
Microwave oven					(Inside, outside & shelf underneath)
Ceiling light					
Cabinets/counters					
Kitchen sink					Faucets, plugs
Kitchen floor/baseboards					
Windows & handles (latches)					(Kitchen)
Wall/ceiling paint					(Kitchen)
Light Switches / Electrical Outlets					
Area #2 - LIVING ROOM & FURNITURE					
Wall/ceiling paint					(nails, stickers/tapes, dents, etc.)
Door/trim paint					
Windows & handles (latches)					(Living room)
Blinds					(Living room) Rods & Strings?
Dining table/chairs (4)					Edges?
Side Tables (3)					Edges?
Floor lamps (2)					Lightbulbs & switches 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 (move- out)	
Area #3 - STORAGE / Hallway / 2nd BATHROOM					
Two Storage Closets					Doors: _____ Floor/walls: _____
Carpets (storage & hallway)					Steam cleaned? (move-out only; receipt to present) _____
Walls/ceiling paint (small bathroom)					
Bathroom Ceiling Fan (inside & outside)					
Mirror and Sink					
Toilet (Inside, outside & behind)					
Cabinets/counter/Towel Rack					
Shower area & door in 2nd Bathroom					
2 nd Bathroom Door					
Floor of 2 nd Bathroom					
Lights					
Area #4 – LARGE (Main) BATHROOM					
Ceiling Fan (inside & outside)					
Walls & Ceiling					(Nails, stickers/tapes, dents, etc.)
Shower area/door/curtain					
Cabinets/counter/Towel rack					
Bathroom Mirror & Sink					
Toilet (Inside, outside & behind)					
Main Bathroom Door					
Plunger					Yes _____ No _____ Cleaned?
Floor of Main Bathroom					
Lights					
OTHER					
Light Switches / Electrical Outlets					
Smoke Detector(s)					
Thermostat / De-humidistat					
<p>Please note that move-out inspections by ComCos are not considered final. Housing Office will assess time spent for extra cleaning and cost for repairs with cleaner's reports. Cleaning common space in quads will be charged 4 equal payments. Charges are deducted from the security deposit at \$50/hour.</p> <p>If you return in the fall, any outstanding move-out charges should be paid by the date set by the Housing Office to restore your security deposit before your return. Otherwise, the new residential agreement is not valid any longer.</p> <p>Please make an appointment with your Community Coordinator as soon as possible to arrange an inspection.</p>					