

		OFFICE OF CAMPUS LIVING Room Condition Form		Resident Full Name _____ Resident GNumber _____			
The resident of this housing assignment agrees to the following: Within 48-hours of check-in, you must submit this form in your My Housing Portal, about all damages and/or missing items within your apartment/bedroom that staff may have missed. After this time period, you are held completely responsible for all conditions of the housing assignment. You accept equal responsibility for any damages to University property that occurs during your occupancy. At the end of the semester, Campus Living staff will conduct a final inspection to assess damage billing after apartment residents vacate the suite. The resident below agrees to reimburse Grambling State University for the actual material and labor costs to repair or replace all property of the university (damaged or misplaced) during their occupancy. Failure to report damages and misplaced items, and attempts to repair damaged items will not remove residents from liability. Final decisions are subject to the discretion of Campus Living. (For details, refer to your Resident Housing Agreement, and the Tiger Bulletin).							
Building/ Room				Date of Check-In			
CONDITION KEY: N = NEW • G = GOOD • F = FAIR • D = DAMAGED • M = MISSING • N/A = NOT APPLICABLE							
	ITEMS	#	COND	CHECK-IN REMARKS	#	COND	CHECK-OUT REMARKS
SINGLE BEDROOM	BEDROOM DOOR						
	DOOR LOCK/KEYPAD						
	WALLS & CEILING						
	WINDOW						
	LIGHT FIXTURE						
	STORAGE SHELVES						
	BLINDS						
	CARPET						
	VOICE/VIDEO/DATA BOX						
	SMOKE DETECTOR						
	CHEST OF DRAWERS						
	BED FRAME/DRAWERS						
	MATTRESS						
	3-DRAWER (CASTERS)						
	DESK						
DESK CHAIR							
SMOKE DETECTOR							
TACK BOARD							
APARTMENT (GENERAL)	FRONT DOOR/LOCK UNIT						
	WALLS & CEILING						
	FLOOR TILES						
	WINDOWS						
	LIGHT FIXTURES						
	CLOSET DOORS						
	CLOSET SHELVES						
	VOICE/VIDEO/DATA BOX						
	CIRCUIT BREAKER BOX						
	TACK BOARD						
	ACRYLIC SIGN HOLDER						
	THERMOSTAT						
	BLINDS						
	SMOKE DETECTOR						
	FURNITURE	SOFA (3-SEATER)					
SOFA CHAIRS							
CENTER TABLE							
END TABLES							
DINING TABLE							
DINING CHAIRS							
LAMPS							
KITCHEN	WALLS & CEILING						
	SINK & FAUCET						
	CABINETS/DRAWERS						
	COUNTER TOP						
	FOOD PANTRY						
	MICROWAVE OVEN/RACK						
	REFRIGERATOR						
	STOVE UNIT/RACKS						
	BREAKFAST BAR						
	RECYCLE BIN						
	TRASH BIN						
	FIRE EXTINGUISHER						
STEPPING STOOL							
BATHROOM	BATHROOM DOOR						
	WALLS & CEILING						
	LIGHT FIXTURES						
	STALL BOOTH/DOOR						
	TOILET BOWL						
	SINKS / FAUCETS						
	SHOWER TILES						
	SHOWER SOAP HOLDER						
	FLOOR TILES						
	LARGE VANITY MIRROR						
	MED CABINETS/MIRROR						
	TOILET PAPER HOLDER						
	TOWEL RACK						