



UNIVERSITY OF SOUTHERN QUEENSLAND
RESIDENTIAL COLLEGES
Phone 07 4631 2650 Fax 07 4635 5347
www.usq.edu.au/accommodation
accommodation.officer@usq.edu.au

RESIDENT ROOM CONDITION FORM

Name of Student: College:

Room No: Key No:

Checking-In Process

When checking in, a member of the Collegial Staff will complete the "Checking In" portion of this form. The staff member will tick the "Working/Good Condition (W/GC)" box to indicate if the item is in working and/or in good condition. If an item is found to be in need of repair, the staff member will tick the "Needs Repair (NR)" box and record details in the comments section. If the item is missing, the staff member will record "M" in the Needs Repair column. Once the checking in part of the form has been completed, the resident and staff member will sign and date the form to complete the checking in process. A copy of the form will be provided to the resident and the Senior Residential Fellow, and the original copy will be forwarded to the Manager of Residential Life. The Manager will inform the Residential College Maintenance Coordinator if items need repair or replacement.

Checking-Out Process

It is the resident's responsibility to arrange a time for a staff member to complete the check-out process. Once the resident has cleared the room of personal belongings, the resident will contact a staff member to complete the room inspection. The staff member will use the original form to record the condition of room items on the "Checking Out" portion of this form. The staff member will indicate if an item is in working/good condition, in need of repair, or missing. When the form has been completed and the room key and key tag collected, the resident and staff member will sign the form. The original form will then be forwarded to the Manager of Residential Life for review. Residents who leave campus without completing the checking-out process will be billed for all missing, damaged or defaced college property.

Lost Keys, Defaced, Damaged or Missing Property

While "reasonable wear and tear" is expected from normal use, the resident will be financially responsible for any items that are found to be defaced, damaged or missing. Charges for cleaning defaced property, the repair of damaged property, and the replacement of damaged property will be invoiced to the resident's account. Residents who lose their key must report this to the office within a 24 hour period. The room lock and key will be replaced, and the cost of replacement will be billed to the resident.

Reporting Maintenance Issues

During the semester, it is the responsibility of residents to contact the Residential College Maintenance Coordinator to report any college property in need of repair or replacement. Residents should use the following email address to contact the Residential College Maintenance Coordinator:

RCMaintenance@usq.edu.au

STUDENT NAME:

ROOM NUMBER:

Note: Where an item is not applicable, the staff member will record N/A in the NR column.

CHECKING IN					
ROOM ITEMS			BATHROOM ITEMS (for ensuite/shared)		
	NR	W/GC		NR	W/GC
1 Bed			Vanity Mirror		
1 Mattress			Vanity Shelves		
1 Mattress Cover			Shower Screen		
1 Mattress Protector			Soap Holder		
1 Pillow			Shower Head		
1 Pillow Case			Towel Rails		
2 Sheets			Towel Hooks		
2 Blankets			Towel Rings		
1 Bedspread			Toilet Seat		
1 Rubbish Tidy			Toilet Roll Holder		
1 Heater/Air Conditioner			Toilet Brush		
Curtains					
Window and Screens					
1 Chair					
Desk and Light					
Bookshelves					
Telephone					
Network Cable					
1 Glass					
Cupboard Doors					
Cupboard Shelves					
Walls					
Wall Hooks					
Carpet					
Smoke Alarm					
Room Key and Tag					
College Info Folder					

Comments:

CHECKING-IN SIGNATURES	
Resident's Signature:
Staff Member Signature:
Date:

CHECKING OUT					
ROOM ITEMS			BATHROOM ITEMS (for ensuite/shared)		
	NR	W/GC		NR	W/GC
1 Bed			Vanity Mirror		
1 Mattress			Vanity Shelves		
1 Mattress Cover			Shower Screen		
1 Mattress Protector			Soap Holder		
1 Pillow			Shower Head		
1 Pillow Case			Towel Rails		
2 Sheets			Towel Hooks		
2 Blankets			Towel Rings		
1 Bedspread			Toilet Seat		
1 Rubbish Tidy			Toilet Roll Holder		
1 Heater			Toilet Brush		
Curtains					
Window and Screens					
1 Chair					
Desk and Light					
Bookshelves					
Telephone					
Network Cable					
1 Glass					
Cupboard Doors					
Cupboard Shelves					
Walls					
Wall Hooks					
Carpet					
Smoke Alarm					
Room Key and Tag					
College Info Folder					

Comments:

CHECKING-OUT SIGNATURES	
Resident's Signature:
Staff Member Signature:
Date: