

**BRYN MAWR COLLEGE**  
**ROOM CONDITION SURVEY**

Name \_\_\_\_\_

ID# \_\_\_\_\_

DORM \_\_\_\_\_

ROOM # \_\_\_\_\_

*If you feel that the condition of any part of your room requires immediate attention, please complete an online Service Request Form at <https://www.brynmawr.edu/facilities/students>. You can also contact Facilities Services at (610) 526-7930.*

Use this form to indicate the condition of your room upon arrival. Please return the white copy of the completed form to Facilities Services by campus mail within one week of occupancy. Failure to do so will result in your assuming responsibility for any missing furniture or charges assessed at check-out. Retain the yellow copy for our records.

ITEM	CONDITION		COMMENTS
	Satisfactory	Unsatisfactory	
Bed Frame			
Mattress			
Bookshelf			
Desk			
Chair			
Dresser			
Mirror			
Door Closer			
Room & Closet Door			
Closet			
Overhead Light			
Light Switch			
Electric Outlets			
Sprinkler			
Smoke Detector			
Floor and/or Carpet			
Walls & Ceiling			
Windows & Screens			
Shades			
Heating Unit			

Additional Comments:

**By signing below, I acknowledge that I have read the Room Condition Inventory Guidelines listed on the back of this form. I understand that by leaving my room in any condition other than what I indicated on this form, or what is considered normal "wear and tear," may result in charges being assessed to my student account upon move-out.**

Resident Signature \_\_\_\_\_

Date \_\_\_\_\_

# Room Condition Inventory Guidelines

This form is intended to document and compare conditions at check-in and check-out, and determine whether charges will be assessed to the resident(s) for damages, missing furniture, and/or cleaning.

At check-in, each resident should survey the condition of all items listed on this form and note anything that is unsatisfactory. They should sign the form and submit the white copy to Facilities Services through the campus mail. The student should retain the yellow copy for their records.

Immediately after commencement, Facilities Services and Housekeeping personnel will inspect each room to determine whether any charges should be assessed. All charges will be posted to the student's BIONIC account within 3 weeks of commencement. **If you wish to appeal any room damage charges, you must contract Facilities Services prior to June 15<sup>th</sup> to dispute any charge you believe was made in error.**

To avoid any assessed charges, the resident should heed the following guidelines:

- a. Do not attach anything to the walls or ceilings with duct, masking or scotch tape, nails, tacks or screws.\*
- b. Do not attach glow-in-the-dark stickers to the walls or ceilings.
- c. Do not disconnect or remove automatic door closers. They are required by fire code regulations.
- d. No permanent construction, painting or installations are permitted in the rooms.
- e. Do not adjust, cover, disconnect or hang anything from smoke detectors or sprinklers.
- f. No open flames are permitted, including the burning of candles.
- g. Ensure windows are closed any time there is a prospect of rain.
- h. Do not remove or tamper with window screens.
- i. Do not disassemble furniture or remove any furniture from the rooms.

Room damage charges will be assessed based upon the cost to return the room to the condition it was in when the student arrived, except for what is deemed to be normal "wear and tear." Assessed charges will include the cost of materials and labor, and can amount to hundreds of dollars. Charges assessed to residents of doubles, triples, or quads will be split evenly among all residents of that particular room.

The replacement cost will be assessed for any piece of furniture not in the room when the resident departs.

Average furniture replacement costs are as follows:

Bed	\$185	Mattress	\$100	Desk	\$275
Chair	\$100	Dresser	\$300	Bookshelf	\$125
		Captain's Bed	\$600		

At check-out, all rooms should be left clean, with all personal belongings removed. All trash should be placed in plastic bags provided by the College and taken to a designated trash location within the dorm. The cost for the College to clean a room not left in this condition can typically range from \$100-\$500. This cost will be included in any charges assessed to the resident(s).

- ❖ 3M style products are recommended.