

Capilano University Residence  
**2019/20 Room Condition Form**

This form is designed to report any damages, missing items, or cleaning issues upon your move-in to CapU Residence. Our facilities team will work hard to respond to each issue by priority.

This form also acts as an official inventory and damage report for your room. Please ensure this form is completed accurately as any issues not reported may be charged to you upon your move-out.

**This form must be completed within 7 days of you moving into residence and returned to your Residence Advisor.**

Name:		Date:	MM / DD / YYYY		
<i>*Note: Roommates must complete separate forms</i>					
Building (circle one):	Grouse Hall	Cypress Hall	Seymour Hall		
Room Number:		Move-In Date:	MM / DD / YYYY		
<b>ROOM INVENTORY</b>					
Number of Chairs:		Number of Lamps:			
Number of Mattresses:		Mattress Covers:	Y	N	
Curtains:	Y   N	Shelves:	Y   N	Window Screen:	Y   N
<b>ROOM CONDITION (circle all that apply)</b>					
Door Lock:	Working   Not Working	Overhead Light:	Working   Not Working		
Bed Frame:	Good Condition	Needs Cleaning	Needs Repair		
Closet:	Good Condition	Needs Cleaning	Needs Repair		
Desk:	Good Condition	Needs Cleaning	Needs Repair		
Window:	Good Condition	Needs Cleaning	Needs Repair		
Please Specify Any Identified Issues:					
<b>COMMENTS:</b>					