

U.D. Residence Hall Room Inventory Check-In

All hall residents are required to complete this online room inventory check-in by the announced deadline date upon annual move-in. This applies to the first move-in of the academic year as well as any approved relocations to a different room at any point during the year.

Failure to do so WILL result in an improper check-in fine of \$25.

INSTRUCTIONS: This sheet may be used to check individual items prior to submitting the official Room Inventory Check-In Form online at <http://www.udallas.edu/fillform/1735>

As you follow along with the items below, inspect the current condition of your room. If you find any items in any section in other than good condition, note as such in the 'comments' block at the end of that section in the online form. Be clear and specific. **Lack of comments in any section indicate that all items in that section are present and in good or working condition.**

FURNITURE: These items (unless noted immediately below) are in my room and in reasonable condition:

- Bed Frame
- Mattress
- Desk
- Desk Chair
- Desk hutch -or- bookshelf
- Dresser
- New Hall Suites Only - Common Area: 2 corner and 2 center seating units with 1 multi-purpose table

ELECTRICAL: These items (unless noted immediately below) are in working condition:

- Electrical Outlets/Switches
- Smoke Detector (is the light blinking?)
- Heating/Cooling Unit (if you cannot determine, note below)
- Network Jack
- Overhead Light

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ROOM: These items (unless noted immediately below) are in reasonable condition:

- Paint Finish
- Room Door
- Lock(s)
- Ceiling
- Window(s)
- Windowsill
- Window Screen(s){should be one on each window-note below if any are missing}
- Blind(s)
- Closet Door(s)
- Closet Drawers(s)/Shelf
- Walls
- Floor or Carpet

TERMS AND CONDITIONS: *(as outlined via the official online check-in form)*

- I accept responsibility for the maintenance of my residence and the condition of its furnishings.
- With the exception of any specifics listed above, I understand and acknowledge that everything in my residence is in good condition and working order.
- I fully understand that upon checking out, I will be charged for any damages beyond normal wear-and-tear that occur after check-in or for missing items.
- I fully understand that upon checking out, I will be charged if the room key issued to me is not immediately returned.
- I understand that if this form is not submitted by the given deadline, there will be a \$25 improper check-in fine billed to my account in the Business Office.

Additional questions regarding this process may be directed to the Office of Student Life.