



Student Apartment Inventory Checklist

Date:

Reported by Resident's Name

Apartment Number:

Bedroom letter:

Dear New Resident,

We carry out a thorough inspection of the apartment at the start of term and log any wear and tear. We provide this checklist to you so you may do the same. Please use the following list for your bedroom, shower room and communal areas to report any issues e.g. please put a note after any item listed that may require attention, is missing or worn/damaged. Please return this completed form to the check-in area/Accommodation Office within 3 days of checking-in. If this document is not returned we will assume it is confirmation that all items are present and in good repair. Please be sure to record your name, room number and date at the top of this document.

Item/Location – Hall Area	Your Comments
Emergency Evacuation Plan	
Fire Action	
Fire Assembly Points Map	
Health and Safety Policy/Contact Numbers	

Front Main Door – Handle	
Front Main Door – Door Closer	
Front Main Door - Security “Spy Hole”	
Front Main Door - Architrave/ frame	All doors are fire rated and part of the fire protection/prevention system, please ensure they are securely closed at all times.
Ceiling light bulb(s)	Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal
Ceiling light shade(s)	
Skirting Boards	
Storage Heater	Please leave wall switch in the “on” position during the winter; these heaters store heat late in the evening and release it during the daytime
Bedroom Doors, Handles & Architrave/ frames (Exterior)	
Shower room Doors, Handles & Architrave/ frame (Exterior)	
Kitchen/Living Room Doors, Handles, Push Plates& Architrave/ frames (Exterior)	
Carpet	
Paintwork (walls and ceiling)	
Item/Location – Kitchen/Living Room Area	
Kitchen Door, Handles & Architrave/ frame	
Kitchen Door Closer	All doors are fire rated and part of the fire protection/prevention system, please ensure they are securely closed at all times
Skirting Boards	
Living Room Heater	Please leave wall switch in the “on” position. During the winter; these heaters store heat late in
Ceiling light bulb(s)	Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Dining table	
Dining table chairs (please note the number of chairs present)	

Window Blind	
Window Glass	
Window Ledge – interior and exterior	
Window Frame	
Window Vent	
Window Limiter/restrictor	This is a security feature; please Immediately report any issues with it.
Sofa bed	
Coffee table	
Picture(s) in living room	
Vinyl floor	
Paintwork (walls and ceiling)	
Kitchen Area	
Fridge unit: Trays Shelves Ice Box Door	Please ensure you regularly defrost the ice box/freezer to avoid a build-up of ice which can damage the unit
Freezer Drawers	
Sink Area: Taps Stopper Draining Board Area* Splash back*	*Please clean using only non-abrasive cleaning products
Microwave (interior and exterior)	
Oven Interior Exterior Baking trays / shelf	
Ceiling light bulb(s)	
Ceiling wire light shade(s)	
Cooker Hob	DO NOT STORE ANY ITEMS, ESPECIALLY OIL CLOSE TO THE HOB
Extractor Fan Cooker Hood	Always open a window and switch on the extractor fan before using the cooking facilities
Extractor Fan Filter	
Kitchen Presses Exterior – all doors and handles Interior - all doors and shelves	
Saucepans x3:	

Small pan Medium pan plus lid Large pan plus lid	
Frying Pan	Please do not use metal utensils on the cooking/frying pans
Black Granite -Chopping Board	Please do not prepare food directly on the countertop. The chopping board is heat resistant and can be used for cooking pots.
Fluorescent light – under upper cupboard	
Electric kettle	
Electric toaster	
Cutlery Box /divided drawer	
Large bin with a lid for waste	
Large bin (green) for recycling	
Fire Extinguisher	
Fire Blanket (Box Covering) and fire signage	
Iron	
Ironing Board	
Ironing Board Cover	
Clothes horse/ airier	
Mop	
Mop bucket	
Vacuum cleaner	Replacement bags are available free of charge from the Accommodation Office
Paintwork (walls and ceiling)	
Countertop of side-board (please mark on below photos if there is any existing damage/wear and tear)	Please do not place hot pans or cut/chop items on the countertop. Please use the heat resistant chopping board for this
Bedroom	Please note which bedroom you are reporting on i.e. if it is: Bedroom A - Ensuite Bedroom B,C– Main shower room Bedroom _____please specify <i>Please circle your one or write your bedroom's letter in the space provided</i>
Door of Bedroom label e.g. black letters "A"	
Door of Bedroom	
Handles & Architrave/ frames	
Door of Bedroom door closer	All doors are fire rated and part of the fire protection/prevention system, please ensure they are securely closed at all times
Back of door - Coat Hooks	
Skirting Boards	
Wall Heater	

Ceiling light bulb(s)	Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Ceiling light shade(s)	
If ensuite - Shower room door handles & Architrave/ frames	
If ensuite - Shower room door mirror	
Window Blind	
Window Glass	
Window Ledge – interior and exterior	
Window Frame	
Window Vent	
Window Limiter/Restrictor	This is a security feature; please Immediately report any issues with it.
Bed - side of bed - wooden slats - bed end	
Bed Headboard	
Side bed	
Mattress + mattress protector	Check both sides and report any issues
Storage drawers x2 storage under bed	
There should be one of each of the following items per bed space:	
Bedside shelf unit	
Waste paper bin	
Wardrobe – Doors Top Shelf Hanging rail Floor	
Desk Top Study desk Drawer Cupboard	Check for any scratches
Desk Lamp and bulb	Please note light bulbs are available, free of charge, from the Accommodation Office. Please bring old bulbs to the Office for disposal.
Chair at study desk	
Notice board	Please do not attach/pin/stick any posters or items to the walls or furniture. Please only use the noticeboard
Carpet	

Paintwork (walls and ceiling)	
Shower room	Please note which shower room you are reporting on if it is the Ensuite of Bedroom A Main shower room Ensuite Bedroom <i>please specify Please circle your one or use your bedroom's letter</i>
Tiles & Grouting – Walls and Floor	
Sink and taps and sink stopper	
Shower curtain	
Soap dish – wall mounted	
Toilet	
Toilet seat	
Toilet flush button	
Toilet roll holder	
Fixed shelf	
Fixed mirror	
Toilet brush	
Towel rail	
Shower unit	
Ceiling light	Please switch it off when the shower room is not in use.
Extractor fan	
Shower room heater	Please switch it off when the shower room is not in use
Door - lock & handle please test thoroughly and report any issues	
Door and frame	
Door mirror	

Please do not hesitate to contact the Accommodation Office staff if you have any queries or concerns. Please ensure you report any damages, maintenance issues or potential repairs in a timely manner, do not assume someone else will do so e.g. if you notice the shower is slow to drain, please report it before it becomes an issue. You are responsible for maintaining the apartment in a clean and safe condition. Please ensure the bins are emptied regularly, floors vacuumed, linoleum and tiles washed, icebox and freezer regularly defrosted, microwave, hob and oven cleaned, furniture dusted, shower room cleaned, etc.