

## Residential room Inventory Form: 2022-2023

**To be completed by Resident**

Residents Name	
Room Number	
Hall of Residence	
Date of Inventory	

You **MUST** complete this inventory upon occupancy of their room and return it to Residential Services within **TWO** days of moving in. At the termination of occupancy students will be de-registered by the Safeguarding Officer who will check all items against this inventory. Please mark N/A if any of these items do not apply or are missing.

Item	Good Condition	Needs Attention	Comments
Door			
Door Closer			
Carpet			
Curtains (pair)			
Bed & Mattress			
Mattress Protector			
Bedside Lamp			
Bedside Cabinet			
Wardrobe			
Mirrors			
Desk			
Chair			
Walls			
Lights & All Electrical Fittings			
Window Catches & Restrictor			
Under bed box/ Wardrobe box/ Cash box			
General Condition:			

I agree with this inventory and will pay for any discrepancies and damage, at the termination of my occupancy.

Student Name: \_\_\_\_\_

Staff Only:

Student Signature: \_\_\_\_\_

KX UDF updated: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_