

RESIDENCE SERVICES

Filling Out Resident Comments for Room Inventory Purposes

- Be specific -- include location if not already on inventory list forms (building, floor, apt/suite, room, bed space)
- Give details accurately (closet shelves versus desk hutch shelves)
- State precisely what the problem is (ie: scratched, stained, ripped)

Below are some examples of problems you may encounter and what they should look like when filling out your room inventory check list:

Inventory Type	Condition	Description	OK/Agree	Resident's Comments
Blue Bin	Good	For recycling paper	No	Missing from room
Captain's Bed	Fair	Small dents in drawers	Yes	
Closet Shelving Unit	Good		Yes	
Desk Chair	Good		No	Arms scratched/seat stained
Desk Hutch Shelves	Good	Small scratches on left side	Yes	
Door & Message Board	Good		No	Sticker on message board
Door Viewer	Damaged	Cracked	No	Door viewer is fine

- The “OK” column in the inventory check-list is used to indicate if the item is as it appears under the “description” category.
- If there is a discrepancy between the “Description” and the actually condition of the item, use the “Resident’s Comments” section to report the inconsistency
- Be sure to check that the keyboard tray and all drawers pull out properly and close again
- Check that curtains are attached to all hooks
- Note any damages to window screening, screen frame and window glass.
- Make sure windows open and close properly
- Look for holes, tape pull marks, scuffs, dents, and scratches in walls, floors, and ceilings and make note of them
- Check all light switches to make sure lights are working
- Each bedroom should contain a garbage can (doubles have only one garbage can per room)
- Make note of any dents, scratches, stains, holes, marks, etc. in furniture
- Take special note of any desk or mobile drawer unit edge banding that may be coming loose. ( The wooden edge on the front and sides of each of these units)

- The Residence Department strongly recommends that all occupants test the smoke detector in their room and/or apartment common area. Residence staff conducts periodic checks of smoke detectors through out the year to ensure that the smoke detector has not been tampered with and is functioning correctly. A smoke detector that is found not to be working or shows signs of having been tampered with during one of these checks will result in disciplinary action being taken.
- To test your smoke detector follow these steps:
  - Look at the front of the detector for a green light (test button).
  - Push the test button (green light) on the smoke detector and release when the smoke detector sounds.
  - The smoke detector should sound for about 5-10 seconds.
  - This means that it works properly.
  - If the smoke detector does not sound after following these steps you are required to contact the Loyola Residence Desk at 420-5591 and report this.
- Staff may follow up on any major issues that you put on your room inventory sheet.