

## ARKANSAS STATE UNIVERSITY – BEEBE ROOM CONDITION REPORT

|       |      |              |                  |
|-------|------|--------------|------------------|
| Name: | ID#: | Room Number: | <b>Key Code:</b> |
|-------|------|--------------|------------------|

**Condition Ratings:**  
 N/A – Not Applicable      RP – Ripped      BR – Broken      C – Cut  
 New – New or Reconditioned      T&P – Tape/ Paste      PO – Painted Over      B – Bent Frame  
 ST/SO – Stained/ Soiled      H – Hole (Give # & size)      NWT – Normal Wear & Tear      LBR – Lock Repair Needed

|                               | Check In Condition: | Check In Comments | Check Out Condition: | Check Out Comments | Additional Staff Notes |
|-------------------------------|---------------------|-------------------|----------------------|--------------------|------------------------|
| <b>ENTRY SPACE</b>            |                     |                   |                      |                    |                        |
| Key/Door/Lock/                |                     |                   |                      |                    |                        |
| Mirror                        |                     |                   |                      |                    |                        |
| Sink Area/ Counter Top        |                     |                   |                      |                    |                        |
| Closet/Closet Shelf           |                     |                   |                      |                    |                        |
| Fire Escape Plan              |                     |                   |                      |                    |                        |
| <b>BEDROOM</b>                |                     |                   |                      |                    |                        |
| Walls                         |                     |                   |                      |                    |                        |
| Windows/ Blinds               |                     |                   |                      |                    |                        |
| Floor Tile                    |                     |                   |                      |                    |                        |
| Ceiling Tile                  |                     |                   |                      |                    |                        |
| Lights/Outlets                |                     |                   |                      |                    |                        |
| Bed Frame                     |                     |                   |                      |                    |                        |
| Bed Mattress                  |                     |                   |                      |                    |                        |
| Desk                          |                     |                   |                      |                    |                        |
| Desk Chair                    |                     |                   |                      |                    |                        |
| Dresser/Drawers               |                     |                   |                      |                    |                        |
| Black Router Boxes/Cord       |                     |                   |                      |                    |                        |
| White Cable Box/ Cord/ Remote |                     |                   |                      |                    |                        |
| Smoke Detector                |                     |                   |                      |                    |                        |
| <b>BATHROOM</b>               |                     |                   |                      |                    |                        |
| Thermostat Room               |                     |                   |                      |                    |                        |
| Door Surface/ Knob/Lock       |                     |                   |                      |                    |                        |
| Lights                        |                     |                   |                      |                    |                        |
| Shower                        |                     |                   |                      |                    |                        |
| Shower Head                   |                     |                   |                      |                    |                        |
| Shower Rod                    |                     |                   |                      |                    |                        |
| Toilet                        |                     |                   |                      |                    |                        |
| Toilet Paper Dispenser        |                     |                   |                      |                    |                        |
| Towel Bars(s)                 |                     |                   |                      |                    |                        |
| Walls/Tiles/Floor             |                     |                   |                      |                    |                        |
| <b>General Cleanliness</b>    |                     |                   |                      |                    |                        |

Write any additional comments in this space:

ROOM KEY RETURNED:  YES;  NO      PO BOX KEY RETURNED:  YES;  NO  
 REASON FOR CHECKING-OUT:  T;  DNCO;  AW;  AS;  FA;  NS;  E;  CO  
 APPLICATION FEE PROCESSING:  TRANSFER;  FORFEIT  
 NEW ROOM:  HORIZON HALL;  LEGACY HALL; ROOM #: \_\_\_\_\_;  SINGLE ROOM

**Please read and sign before and after check-in and check-out :**

I, resident in above named community, understand that I am responsible for the condition and furnishings of this room and for any damage beyond reasonable wear and tear that may occur during my residency; that any alterations to the room or its contents are prohibited; and that all residents of any specific room may be held jointly responsible for damages. Failure to follow check-out instructions may also result in improper check-out charges. Student staff will note preliminary damages and may list responsible persons; **final decisions are made by professional staff.** Please inquire with the Housing Office should you desire a copy of this form.

| <b>CHECK-IN:</b>                    | <b>CHECK-OUT:</b>   |
|-------------------------------------|---|
|                                     |   |
| Resident Signature _____ Date _____ | Resident Signature _____ Date _____   |
| Staff Print Name _____ Date _____   | Staff Print Name _____ Date _____   |
|                                     | Hall Director _____ Date _____  |
|                                     | Office of Student Life _____ Date _____   |
|                                     | Housing Special Circumstance Committee: <input type="checkbox"/> APPROVE, <input type="checkbox"/> DENY |