

Room Condition Sheet

Galveston College

4015 Avenue Q
Galveston, TX 77550

Name: _____

Last

First

M.I.

Housing Facility: _____ Room #: _____ Phone# _____ Student ID #: _____

Legend: G = Good (No discrepancies) A = Average (Minor but serviceable) P = Poor (Repairs needed) D = Damaged (Needs replacing)

	Furnishings	Price / Charge Amt.	Move-In (Completed by Resident)				Additional Comments	Move-Out (Completed by Staff Member)				Split Charges Possible	Charge Amount	(Res Life Use Only)
			G	A	P	D		G	A	P	D			
COMMON AREAS	Refrigerator	\$900.00										Y		
	Microwave	\$475.00										Y		
	Bathroom (hardware, tub/shower, etc.)	*										Y		
	Vanity (sink, counter, cabinets)	*										Y		
	Bathroom mirror	\$300.00										Y		
	Light fixtures (common area)	\$175.00										Y		
	Smoke Detector	\$200.00										Y		
	Walls (Common area)	\$100.00 per wall										Y		
	Window screen	\$50.00										Y		
	Window pane	\$250.00										Y		
	Window blinds	\$75.00										Y		
	Doors (entrance, bedroom, & bath)	\$200.00 - \$350.00										Y		
	Flooring (carpet, tile, or laminate)	\$25.00 - \$2,500.00										Y		
	Sofa/love seat	\$800.00										Y		
	Lounge chair	\$500.00										Y		
Coffee table/Side table	\$250.00										Y			
BEDROOM	Walls (Bedroom)	\$100.00 per wall										N		
	Mattress	\$150.00										N		
	Bed frame	\$400.00										N		
	Desk / Study Table	\$300.00										N		
	Desk chair	\$100.00										N		
	Nightstand	\$225.00										N		
MISC.	Chest of drawers	\$425.00										N		
	Improper Checkout (Applies when resident is not present for checkout)	\$100.00-\$400.00										N		
	Cleanliness (Applicable for Check-Out Only. If room is not clean at check-out a cleaning fee will be assessed.)	\$50.00 - \$300.00										Y		
* For a full list of possible charge amounts for individual items, view the reverse side of this sheet.											Total amount to be charged: (Res Life Use Only)			

Move-In

I have inspected my living unit and all preexisting damages are listed on this report. I understand that upon vacating this unit, it will be inspected by a Student Life representative for damages and for cleanliness. I understand that I am responsible for any damages and/or cleanliness in which my unit was left as indicated on this form. **This form must be returned to building staff no later than 48 hours after your check-in time.**

Resident's Signature: _____ Date: _____ Staff's Signature: _____ Date: _____

Move-Out

Express Checkout: Yes (If Yes, staple exp c/o envelope)
 No (If No, resident signs below)

Key Returned: Yes
 No

Resident's Signature: _____ Date: _____ Staff's Printed Name: _____ Date: _____

Staff's Signature: _____

Student Housing Sample Charges

NOTE: Any discrepancy in the condition of the room from check-in to check-out is subject to damage charges. Damages charges are assessed by a member of the Student Life Staff and are placed on the student's account along with a hold. All debts to the College for unpaid rent, damage fees, or fines are to be paid in full before this hold will be removed. Unpaid balances will be turned over to the Attorney General's office 60 days after the close of the semester. The list of costs are estimates and may vary based on the extent of damage incurred, supply and labor costs, and the availability of replacement parts and equipment.

Description of Charge	Cost	Description of Charge	Cost
Maintenance		General	
Wall repair (each)	\$100.00	Removal of abandoned property	\$75.00
Replacement of overhead light fixture	\$175.00	Smoke detector tampering fine	\$200.00
Replacement of overhead light cover	\$35.00	Improper room change	\$50.00
Replacement of exit light	\$125.00	Hold-over fee (per day)	\$100.00
Replacement of window screen	\$50.00	Improper transfer of furniture	\$50.00
Replacement of window pane	\$250.00	Lock change (keys lost/not returned)	\$50.00 to \$300.00
Replacement of window latch	\$45.00	Improper checkout	\$100.00 to \$400.00
Replacement of blinds	\$75.00	Repair small nail/tack holes	\$2.00 per hole
Replacement of main door	\$350.00		
Replacement of room/bathroom door	\$200.00		
Replacement of door frame	\$150.00	Cleaning	
Replacement of closet shelves	\$50.00	Bathroom routine cleaning	\$100.00
Replacement of closet door	\$200.00	Bathroom extensive cleaning	\$200.00
Refinish door	\$150.00	Bedroom routine cleaning	\$100.00
Replacement of broken door key	\$50.00	Bedroom extensive cleaning	\$200.00
Replacement of floor tile (each)	\$25.00	Whole unit routine cleaning	\$150.00
Replacement of carpet (whole unit)	\$2,500.00	Whole unit extensive cleaning	\$500.00
Replacement of towel rack	\$50.00		
Replacement of shower curtain (if applicable)	\$25.00		
Replacement of furniture drawer	\$150.00		
Replacement of bathroom mirror	\$300.00		
Replacement of door/room number	\$50.00		
Replacement of sink	\$350.00		
Replacement of toilet	\$600.00		
Replacement of smoke detector	\$200.00		
Replacement of refrigerator	\$900.00		
Replacement of microwave	\$475.00		
Furnishings			
Replacement of bed frame	\$400.00		
Replacement of mattress	\$150.00		
Replacement of desk chair	\$100.00		
Repair and cleaning of chair upholstery	\$150.00		
Replacement of sofa/love seat	\$800.00		
Replacement of coffee table/side table	\$250.00		
Replacement of night stand	\$225.00		
Replacement of desk/study table	\$300.00		
Replacement of dresser	\$425.00		
Replacement of cabinet door	\$100.00		
Re-installation of cabinet door	\$150.00		
Replacement of lounge chair	\$500.00		