## **Room Condition Sheet**

Galveston College

4015 Avenue Q Galveston, TX 77550

Student ID #:

| Name: |  |
|-------|--|
|       |  |

Last

Housing Facility: \_

Phone#

Room #:\_\_

M.I.

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

First

|  |   |                           | Move-In<br>(Completed by Resident) |        |      |  |   | Move-Out<br>(Completed by Staff Member) |       |     |   | (Res Life<br>Use Only)       |                  |
|--|---|---------------------------|------------------------------------|--------|------|--|---|---|-------|-----|---|------------------------------|------------------|
|  | Furnishings   | Price /<br>Charge<br>Amt. | G                                  | A F    | D    |  | G | A                                       | Р     | D   | Additional Comments                           | Split<br>Charges<br>Possible | Charge<br>Amount |
|  | 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                            |                  |
| S  | Smoke Detector  | \$200.00                  |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
| COMMON AREAS   | Walls (Common area)   | \$100.00<br>per wall      |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
| ION  | Window screen   | \$50.00                   |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
| MMO  | Window pane   | \$250.00                  |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
| S  | Window blinds   | \$75.00                   |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | Doors (entrance, bedroom, & bath)   | \$200.00 -<br>\$350.00    |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | Flooring (carpet, tile, or laminate)  | \$25.00 -<br>\$2,500.00   |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | Sofa/love seat  | \$800.00                  |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | Lounge chair  | \$500.00                  |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | Coffee table/Side table   | \$250.00                  |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | Walls (Bedroom)   | \$100.00<br>per wall      |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
|  | Mattress  | \$150.00                  |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
| BEDROOM  | Bed frame   | \$400.00                  |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
| DRC  | Desk / Study Table  | \$300.00                  |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
| BE   | Desk chair  | \$100.00                  |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
|  | Nightstand  | \$225.00                  |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
|  | Chest of drawers  | \$425.00                  |                                    |        |      |  |   |   |       |     |   | Ν                            |                  |
| ri   | Improper Checkout (Applies when resident is not present for checkout)   | \$100.00-<br>\$400.00     |                                    |        |      |  |   |   |       |     |   | N                            |                  |
| MISC.  | Cleanliness (Applicable for Check-<br>Out Only. If room is not clean at check-<br>out a cleaning fee will be assessed.) | \$50.00 -<br>\$300.00     |                                    |        |      |  |   |   |       |     |   | Y                            |                  |
|  | * For a full list of possible   | e charge am               | ounts                              | for ir | divi | dual items, view the reverse side of this sheet. | 1 | Fota                                    | ıl an | nou | <b>int to be charged:</b> (Res Life Use Only) |                              |                  |
| Move-In<br>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<br>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.<br>This form must be returned to building staff no later than 48 hours after your check-in time. |   |                           |                                    |        |      |  |   |   |       |     |   |                              |                  |
| Re   | Resident's Signature:   Date:   Date:   |                           |                                    |        |      |  |   |   |       |     |   |                              |                  |
| Move-Out   |   |                           |                                    |        |      |  |   |   |       |     |   |                              |                  |
| Ех   | Express Checkout: 🗋 Yes (If Yes, staple exp c/o envelope) Key Returned: 🗋 Yes   |                           |                                    |        |      |  |   |   |       |     |   |                              |                  |
| □ No (If No, resident signs below) □ No  |   |                           |                                    |        |      |  |   |   |       |     |   |                              |                  |
| I  | Resident's Signature:     Date:       Date:     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.

| MaintenanceGeneralWall repair (each)\$100.00Removal of abandoned property\$75.00Replacement of overhead light fixture\$175.00Stocke detector tampering fine\$200.00Replacement of overhead light cover\$35.00Improper room change\$50.00Replacement of window screen\$50.00Improper transfer of firmiture\$50.00Replacement of window pane\$250.00Lock change (keys los/not returned)\$50.00 to \$300.00Replacement of window latch\$45.00Improper transfer of firmiture\$20.00 to \$300.00Replacement of nain door\$350.00Reparis mall nail/tack holes\$2.00 per holeReplacement of closet shelves\$50.00Bathroom routine cleaning\$100.00Replacement of closet shelves\$50.00Bathroom routine cleaning\$200.00Replacement of foor tile (each)\$2.50.00Bedroom routine cleaning\$100.00Replacement of foor tile (each)\$2.50.00Bedroom routine cleaning\$200.00Replacement of shower curtain (if applicable)\$2.50.00Whole unit cutter cleaning\$100.00Replacement of shower curtain (if applicable)\$2.50.00Whole unit extensive cleaning\$200.00Replacement of shower curtain (if applicable)\$2.50.00Redroom extensive cleaning\$200.00Replacement of shower curtain (if applicable)\$2.50.00Whole unit extensive cleaning\$50.00Replacement of shower curtain (if applicable)\$2.50.00Replacement of shower curtain (if applicable)\$2.50.00Replacement of showe | Description of Charge  | Cost   | Description of Charge   | Cost   |
|---|--|--|---|--|
| Replacement of overhead light fixture\$175.00Smoke detector tampering fine\$200.00Replacement of overhead light cover\$35.00Improper room change\$50.00Replacement of window screen\$50.00Hold-over fee (per day)\$100.00Replacement of window pane\$250.00Lock change (keys lost/not returned)\$50.00 to \$300.00Replacement of window latch\$45.00Improper transfer of furniture\$50.00 to \$300.00Replacement of main door\$350.00Repare checkout\$100.00 to \$400.00Replacement of forom/bathroom door\$200.00Repare checkout\$100.00 to \$400.00Replacement of closet shelves\$50.00Repare checkout\$100.00Replacement of closet door\$200.00Replacement of closet shelves\$2.00Replacement of floor tile (each)\$25.00Bathroom routine cleaning\$100.00Replacement of floor tile (each)\$25.00Bedroom extensive cleaning\$200.00Replacement of shoker door key\$50.00Bedroom extensive cleaning\$200.00Replacement of toower curatai (if applicable)\$25.00Whole unit routine cleaning\$100.00Replacement of sink\$350.00Replacement of sink\$50.00Reform extensive cleaning\$100.00Replacement of sink\$350.00\$25.00Bedroom extensive cleaning\$100.00Replacement of sink\$350.00Replacement of sink\$50.00Sto.00Replacement of sink\$350.00Replacement of sink\$50.00Replacement of sink\$350.00 <th>Maintenance</th> <th></th> <th>General</th> <th></th>   | Maintenance  |  | General   |  |
| Replacement of window screen\$50.00Improper transfer of furniture\$50.00Replacement of window pane\$250.00Lock change (keys lost/not returned)\$50.00 to \$300.00Replacement of window latch\$45.00Improper checkout\$100.00 to \$400.00Replacement of blinds\$75.00Repair small nail/tack holes\$2.00 per holeReplacement of nom/bathroom door\$200.00Repair small nail/tack holes\$2.00 per holeReplacement of closet shelves\$50.00S200.00Bathroom routine cleaning\$100.00Replacement of closet shelves\$50.00Bathroom routine cleaning\$200.00Replacement of floor tile (each)\$25.00Bedroom routine cleaning\$200.00Replacement of cover the unit)\$2,500.00Bedroom routine cleaning\$100.00Replacement of tower door key\$50.00Bedroom routine cleaning\$100.00Replacement of shower curtain (if applicable)\$25.00Bedroom extensive cleaning\$200.00Replacement of shower curtain (if applicable)\$25.00Whole unit extensive cleaning\$50.00Replacement of sink\$300.00\$300.00\$500.00\$500.00Replacement of sink\$300.00\$200.00\$50.00\$50.00Replacement of sink\$300.00\$200.00\$50.00\$50.00Replacement of sink\$300.00\$20.00\$50.00\$50.00Replacement of mirtor\$300.00\$20.00\$50.00\$50.00Replacement of sink\$300.00\$20.00\$50.00Replacement   | Replacement of overhead light fixture<br>Replacement of overhead light cover   | \$175.00<br>\$35.00  | Smoke detector tampering fine<br>Improper room change   | \$200.00<br>\$50.00                                    |
| Replacement of closet shelves\$50.00Replacement of closet door\$200.00Refinish door\$150.00Bathroom routine cleaning\$200.00Replacement of broken door key\$50.00Bedroom routine cleaning\$100.00Replacement of floor tile (each)\$25.00Bedroom extensive cleaning\$200.00Replacement of carpet (whole unit)\$2,500.00Whole unit routine cleaning\$150.00Replacement of shower curtain (if applicable)\$25.00Replacement of shower curtain (if applicable)\$25.00Replacement of door/room number\$150.00Replacement of of oilet\$600.00Replacement of sink\$350.00Replacement of sink\$3200.00Replacement of mirror\$900.00Replacement of mirror\$100.00Replacement of mirrowave\$475.00  | Replacement of window screen<br>Replacement of window pane<br>Replacement of window latch<br>Replacement of blinds<br>Replacement of main door   | \$50.00<br>\$250.00<br>\$45.00<br>\$75.00<br>\$350.00  | Improper transfer of furniture<br>Lock change (keys lost/not returned)<br>Improper checkout   | \$50.00<br>\$50.00 to \$300.00<br>\$100.00 to \$400.00 |
|   | Replacement of door frame<br>Replacement of closet shelves<br>Replacement of closet door<br>Refinish door<br>Replacement of broken door key<br>Replacement of broken door key<br>Replacement of floor tile (each)<br>Replacement of carpet (whole unit)<br>Replacement of carpet (whole unit)<br>Replacement of towel rack<br>Replacement of shower curtain (if applicable)<br>Replacement of shower curtain (if applicable)<br>Replacement of furniture drawer<br>Replacement of bathroom mirror<br>Replacement of door/room number<br>Replacement of sink<br>Replacement of toilet<br>Replacement of smoke detector Replacement<br>of refrigerator | \$50.00<br>\$200.00<br>\$150.00<br>\$25.00<br>\$2,500.00<br>\$50.00<br>\$150.00<br>\$300.00<br>\$50.00<br>\$350.00<br>\$600.00<br>\$200.00 | Bathroom routine cleaning<br>Bathroom extensive cleaning<br>Bedroom routine cleaning<br>Bedroom extensive cleaning<br>Whole unit routine cleaning | \$200.00<br>\$100.00<br>\$200.00<br>\$150.00           |
| Replacement of hed frame $\$400.00$   | Furnishings Replacement of bed frame   | \$400.00   |   |  |

| 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 Replacement | \$300.00 |
| of dresser                                  | \$425.00 |
| Replacement of cabinet door                 | \$100.00 |
| Re-installation of cabinet door Replacement | \$150.00 |
| of lounge chair                             | \$500.00 |
|   |          |