

Key Distribution & Roommates Sheet

House: _____ Semester/Year: _____

Please print each roommate's name as you distribute keys. Please mark after the name whether he/she is on the **right** or **left** side of the room. All keys should be in the small envelopes provided by the office with "House", Rm #, Exterior labels.

Residents Initial For Each Key Received Below

Room 1:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 2:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 3:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 4:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 5:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 6:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 7:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Room 8:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
HR Room:	Resident: _____	(R or L)	Bedroom: ___	Exterior: ___
Other Keys:	Location: _____		Location: _____	

House Manager Signature

Date