

## HOUSE OPENING INSPECTION & MAINTENANCE FORM

House \_\_\_\_\_ Semester/Year \_\_\_\_\_

- **The initial check of the living areas of the house will be completed by the HM. The initial check of the bedrooms will be completed by the HM and the residents of that bedroom.**
- Damage to the rooms and/or furnishings of the room should be noted below. **A maintenance request form must then be completed for items that require repair.** All residents will be held responsible for any damage not reported on this form that is found during the semester review at the end of the semester.
- Please pay close attention to the following areas: floors, walls, ceilings, light fixtures, doors, locks, counters, windows, screens, and furnishings. **Be sure to scan and email a copy of this completed form to both the DSA and Director of Maintenance.**

AREA	OK	NOTE ANY DAMAGES
Living Room		
Dining Room		
Kitchen		
Pantry		
Study Rooms		
Hallways		
Stairways		
Outside Of House Windows/Screens		
Parking Area/yard/patios		
Bathrooms		
Other		

\_\_\_\_\_  
House Manager's Signature

\_\_\_\_\_  
Check-In Date Inspected

## HOUSE CLOSING INSPECTION & MAINTENANCE FORM

House \_\_\_\_\_ Semester/Year \_\_\_\_\_

- Damage to the rooms and/or furnishings of the rooms should be noted below. **A maintenance request form must then be completed for items that require repair.** All residents will be held responsible for any damage reported on this form that was not found during the semester review at the beginning of the semester.
- Please pay close attention to the following areas: floors, walls, ceilings, light fixtures, doors, locks, counters, windows, screens, and furnishings. **Be sure to scan and email a copy of this completed form to both the DSA and Director of Maintenance.**

AREA	OK	NOTE ANY NEW DAMAGE
Living Room		
Dining Room		
Kitchen		
Pantry		
Study Rooms		
Hallways		
Stairways		
Outside Of House Windows/Screens		
Parking Area/yard/patios		
Bathrooms		
Other		

House Manager's Signature \_\_\_\_\_

Check-Out Date Inspected \_\_\_\_\_