

ROOM CHECK PROCEDURE

The following guidelines are provided to assist with the inspection of the room and to make the process more uniform. The guidelines are not all-inclusive and should be viewed as a tool. If repairs are required, please complete a Facilities Work Request at the time of the room check so repairs can be made as soon as possible.

Walls Check for:

- chipped, peeling or damaged paint
- nail holes or other physical damage
- graffiti, tape or other adhesives (e.g., stars)
- damaged corners
- missing, damaged or loose ceramic tile, tile board or grout
- deteriorated wall board or plaster

Ceilings Check for:

- deteriorated wallboard or plaster
- nail or screw holes in ceiling or other physical damage
- water stains
- missing, stained or damaged ceiling tiles
- damaged ceiling grid
- peeling paint or textured finish
- tape or other adhesives

Doors Check for:

- cracks, warping or other physical damage to doors
- damage to door finish
- tape or adhesives
- nail holes
- proper fit of door
- lockset tight, proper latching, proper lock operation
- worn, loose or damaged hinges

Windows Check for:

- cracked or broken glass, torn screening
- ease of window operation
- balance system condition (sash cords, etc.)
- locking devices
- condition of glazing caulk
- condition of weather stripping
- storm windows and screens present

Closet Check for:

- condition of walls and ceiling (as previously indicated)
- condition of door(s) and door hardware
- damaged, loose or missing shelves or closet rod
- closet light and switch operation

Electrical Fixtures Check for:

- all fixtures operable with lenses, globes, shades present
- fixture wiring and sockets in good condition
- condition of switch
- switches and receptacles working and securely anchored
- cover plates present and in good condition
- physical damage to receptacles

Smoke Detector Check for:

- detector present
- detector cover in good condition
- detector functional

Sprinkler Head Check for:

- sprinkler head in good condition

Floor coverings Check for:

- loose seams in carpeting or sheet vinyl
- damaged sheet vinyl
- burned, stained, torn or otherwise damaged carpeting
- loose, missing or damaged floor tiles
- missing, loose or damaged cover base
- peeling floor paint
- damage to wood floors

Beds Check for:

- correct number of beds present
- mattress present
- beds properly assembled at medium height; debunked
(please note on RCR if bed was bunked or at an alternate height when moving into the room)
- condition of bed frame and bed ends
- condition of mattress—check both sides (soiled, torn, stained, etc.)

Furniture Check for:

- structural condition
- condition of drawers
- loose or missing drawer pulls
- damage to wood or laminate finishes
- missing glides
- condition of upholstery
- missing shelf brackets
- loose shelf standards
- wastebasket(s) present and in good condition
- proper number(s) of furniture items present

Draperies Check for:

- drapery rod and shade bracket anchored
- drapery rod operational
- window shades operational
- window shades and draperies soiled, stained or damaged

Telephone (Please report to Telecommunications – ext. 5422.

Do not complete a FWR for phone repair.)

Check for:

- telephone present, functional and in good condition
- telephone wall jack securely attached and in good condition

