

Room Condition Reports 101

- The College of
Wooster
Office of
Residence Life

Room Condition Reports will be live in Self-Service Starting August 12, 2019

You can access your housing portal by going to: <https://adirondack.wooster.edu/THDSS/>
You will use your Wooster information to login, just like Scot Web.



Home Applications ▾ Personal Information ▾ Room Selection ▾ More Tasks... ▾



Scot Tartan
0123456

Messages

• There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

Kate House 101
House_3
8/21/2019 - 12/13/2019

Fall 2019


At the top of the screen, you will see different categories. To begin the Room Condition Report process, you will click on the arrow by More Tasks... and then Room Condition Report.



THE COLLEGE OF
WOOSTER

Home Applications ▾ Personal Information ▾ Room Selection ▾ More Tasks... ▾

- Billing Summary
- Room Condition Report

 **Scot Tartan**
0123456

Messages

- There are no important messages.

Room Selection

No room selection processes to list.

Room Assignments

Kate House 101 House_3 8/21/2019 - 12/13/2019	Fall 2019
---	------------------



Room Condition Reports since Fall 2019

Kate House 101 (Residence_Hall_CheckIn)

Inspected: 7/26/2019 10:04 AM

Response Submitted: (none)

Response Required by: 8/02/2019

Sign Off



To review the Room Condition Report you will click on the Sign Off button.

Room Condition Reports are for the entire room. Everyone who lives in that room needs to Sign Off on the condition of the space.



Important Information Regarding Online Room Condition Reports

It is very important for you to carefully review the condition of your room and its contents. It is expected that you will maintain your room's condition and report any maintenance issues as they arise.

Any discrepancies between the condition listed below and what you believe is the true condition of the item should be noted in the comments section at the bottom of the page.

Once you submit this report, you must notify a housing staff member in order to make changes.

Air Conditioning Unit/Vent

Condition: *New*

Last Checked: *May 30, 2019*

Notes: *initial load of inventory item via mass editing room inventory*

Bed End (Set of 2)

Condition: *New*

Last Checked: *May 30, 2019*

Notes: *initial load of inventory item via mass editing room inventory*

Bed End (Set of 2)

Condition: *New*

Last Checked: *May 30, 2019*

Notes: *initial load of inventory item via mass editing room inventory*

Bed End (Set of 2)

Condition: *New*

Last Checked: *May 30, 2019*

Notes: *initial load of inventory item via mass editing room inventory*

All items that are in the room will be listed in alphabetical order. This is the ideal, given the occupancy of the space, should have in it.

For example, a double should have 4 **SETS** of bed ends so that the residents have the option of lofting their bed.

Bed End (Set of 2)

Condition: *New*

Last Checked: *May 30, 2019*

Notes: *initial load of inventory item via mass editing room inventory*

Each item in the space will have the following:

Condition of each item:

New: Brand new.

Good:

Worn: Is slightly used. Usually with some nicks or scratches.

Damaged: Has had heavy use. Could use repairs.

Missing: Is not present in the room.

Not Applicable: Does not apply to this space.

Last Checked: The last time that items was modified in the system

Notes: Any additional information about the item that someone inspecting the space should know.

Information

Upon checking in to College housing, students are responsible for acknowledging the condition of their assigned space by signing the Room/Suite/House Condition Report within twenty-four (24) hours of the last resident's arrival.

The purpose of the Condition Report is to provide information about housing conditions that may need to be addressed as well as to serve as a basis on which the premises will be inspected for any damages upon checkout. If you wish to submit changes to the Condition Report, it must be submitted to Residence Life using the following form, within five business days of check in. Students should provide detailed information about the condition of the item described.

Students will be billed for all damages/losses not noted on the check-in Condition Report beyond ordinary wear and tear at the time of check-out.

The student is responsible for the behavior of guests and/or visitors and, therefore, may be held responsible for damages caused by guests.

No furniture may be removed from the assigned housing space or lounges.

Make sure you read the information about the room condition report carefully.

The information that is completed and recorded on this form is what will be used for move-out inspections.

Any discrepancies between the form submitted and the observed status of the space at move-out inspections could result in the students being billed for damages.

NOTE: We will not be removing extra furniture from student rooms. The furniture that is in the room at move-in must be there at the end of the year. Students will be billed for any missing furniture at the time of move-out inspections.

- I agree with the condition of my room as listed above.
- I DO NOT agree with the condition of my room as listed above.

If you do not agree with the condition as listed above, please provide detailed comments below on the items you wish to have re-evaluated.

The paint is chipping on the north wall.

Please sign your name in the box provided.

[Clear](#)

Submit My Room Condition Report

If you do not agree with the status of an item in your room make sure that you select:
"I DO NOT agree with the condition of my room listed above."

In the comment box please provide detailed information about the item including:

- Which item you have concerns about.
- What the condition should be.
- A description of the item's damages.
 - i.e. On the North wall there are paint chips about the size of a fist.

Make sure you submit the room condition report when done.
If you do not submit this form within the timeframe you will have to take the room condition report as is.

Any information that is submitted through a room condition report where a student disagrees with the status of the room will be updated by the Residence Life staff.

After you submit a discrepancy you will receive a notification that you must agree to a new inspection order to finalize the discrepancy being added to the condition of your room

Wall (N)

Condition: *New*

Last Checked: *May 30, 2019*

Notes: *initial load of inventory item via mass editing room inventory*



Wall (N)

Condition: *Worn*

Last Checked: *July 26, 2019*

Notes: *The paint is chipping. Updated by Residence Life, via student note, 7/26/19.*

Inspection Date: *July 26, 2019*

Notes: *Checked by Residence Life Staff.*

- I agree with the condition of my room as listed above.
 I DO NOT agree with the condition of my room as listed above.

If you do not agree with the condition as listed above, please provide detailed comments below on the items you wish to have re-evaluated.

Please sign your name in the box provided.

Scot B Tartan

[Clear](#)

If you agree with the information provided you will be able sign off that you agree to the condition of the room as listed.

Note: Once you have Agreed to the information on your Room Condition Report you not be able to provide any other comments to this form.

If changes happen in your room after the initial acceptance, please contact Residence Life (reslife@wooster.edu) with updates.



Room Condition Reports since Fall 2019

Room Condition Response Saved

Kate House 101 (Residence_Hall_CheckIn)

Inspected: 7/26/2019 10:04 AM

Response Date: 7/26/2019

Your Response: Agreed

Your Comments:

Review

Once you have completed your RCR you will be able to review it later.

You will be able to view any RCR you have ever submitted through the system.