

FORM #5

**GADZOOSDAA STUDENT RESIDENCE
ROOM CHECKLIST**

Rooms must be inspected and signed off by students. Damages are to be recorded and repairs if necessary will be made as soon as possible. Rooms are the responsibility of the students residing in them. If damage occurs it must be reported immediately. At this time it will be determined whether the student is financially responsible. Parent(s)/guardian(s) and student(s) will be informed of the cost of repairs. If damages are not reported, students will automatically be responsible for the cost of repairs.

REMINDERS

- Do not tamper with light fixtures, smoke detectors, and window tabs.
- Do not attach anything to textured ceilings.
- Custom made beds (oak) are not to be moved.
- If you rearrange your room, do not move items into closets or block radiator areas.
- New room arrangements must be authorized by supervisors because of fire regulations, heat circulation and the ability to keep the room neat and tidy.
- If your room has a bulletin board, it is to be used for tacking pictures and notes. It is imperative that walls are left undamaged.

NAME & ROOM NUMBER:

COMMENT ON CONDITION OF:

Walls:	
Ceiling:	
Lights:	
Window Screens:	
Window Shades:	
Beds:	
Desk:	
Lamps:	

SIGNATURES(S):

Student:	Date:
Parent/Legal Guardian:	Date:
Staff Member:	Date: