

**FACILITIES MANAGEMENT
RESIDENCE HALL ROOM CONDITION
CHECK-IN AND CHECK-OUT PROCEDURES**

As part of our efforts to provide well maintained rooms for residents, Robert Morris University has a carefully designed Check-In/Check-Out process for all resident students. With each resident check-in/check-out, a member of the Facilities Management Department will go through each individual room/suite and/or apartment to assess current conditions. The condition of the area being inspected will be documented on the Room Condition Report.

The resident will be given the opportunity to meet with a member of the Facilities Management Department to review the Room Condition Report by Friday of the first full week of classes. Conditions will be documented on the report and each resident will be required to sign the form. Any damage not indicated on this form or missing items from room/apartment will be subject to charges to the occupant at the time of damage, room change or checkout. A Room Condition Report for room changes will be completed within 48 hours of notification.

It is important to note that the use of tape or nails is not allowed because of potential damage to surface finishes. You and your roommate(s) are responsible for the condition of your living area and will be charged for any damages that decorations which stain, alter, or otherwise damage the room may cause. Damages include but are not limited to: nail holes, decals, and tape marks on walls, doors, floors, ceilings etc.

Please see the list below of Check-Out Procedures designed to help you avoid being billed for damages.

CHECK-OUT PROCEDURE:

1. Remove ALL personal belongings from the room.
2. Return all University furniture to its original location. (Example: un-bunk beds)
3. Clean your room or apartment (including appliances).
4. Sweep, mop, and/or vacuum all floors.
5. Deposit all trash in designated areas.
6. Schedule a room inspection time with the Facilities Management Department by calling the Operations Center @ (412) 397-4343. Your scheduled appointment should be made for the time you intend to vacate the room, however, plan to contact the Operations Center at least 24 hours in advance to schedule your room inspection.
7. Complete your residence hall closing sheet and post it as instructed by Residence Life.
8. Return all residence hall keys to Residence Life as instructed.

A student has not completed the check-out procedure until the student's room has been inspected and all residence hall keys have been returned to Residence Life. Any student who does not schedule a room inspection time at check-out will be subject to damage charges at the discretion of the Facilities Management Department.

The University assumes no responsibility for any personal items left by a student upon leaving the residence hall. Please be certain that upon your departure you have emptied all drawers and closet space and checked your room thoroughly for any items that could be left behind.

The following Residence Hall Damage Cost Guideline summarizes certain costs to repair and/or replace items damaged beyond normal wear and tear. Damage found in student rooms will be divided among the occupants of the room. Damage to common areas will be divided among all occupants jointly responsible for that common area.