

Room Checks

Rooms checks should be carried out before the arrival of students to ensure bedrooms are ready and fit for purpose

Room checks are typically carried out by the Activity team with supervision from the AM, PM and SWO

Our guests are expecting their bedrooms to be clean, tidy, presentable and without obvious damage (as if they were arriving at a hotel). To this end, we do inspections of all bedrooms. This guide explains how to do so.

Procedure Overview

1. Prepare pen & paper or the notes app on your phone
2. Collect room keys from PM/AM/SWO
3. Enter the block, enter the flat you have the keys for
4. Unlock all the bedroom doors
5. For each flat: check the kitchen and check each bedroom
6. Write and photograph any damage you find, noting the flat/room number each time
7. Leave the rooms unlocked (unless your PM/AM/SWO has instructed otherwise)
8. Recount the keys in your possession before you leave the building
9. Return the keys and give your paper / send your notes to your PM/AM/SWO

Checking for Damage / Cleanliness

A good rule of thumb is that each bedroom should look like what you would want to see when looking for a new place to live

CHECKLIST

NEED REPORTING (Note & Photo)

<ul style="list-style-type: none"> <input type="checkbox"/> Door lock works <input type="checkbox"/> Bed is made <input type="checkbox"/> Linen is present (towels) <input type="checkbox"/> Main light and bedside lamp work <input type="checkbox"/> Window open and close mechanism works <p>IN THE BATHROOM:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Toilet roll is present <input type="checkbox"/> Shower turns on and off <input type="checkbox"/> Toilet flushes <input type="checkbox"/> Sink tap works/isn't dripping <p>IN THE KITCHEN:</p> <ul style="list-style-type: none"> <input type="checkbox"/> No awful smells (empty the fridges) <input type="checkbox"/> Bins are empty <input type="checkbox"/> Floor and surfaces are clean 	<ul style="list-style-type: none"> <input type="checkbox"/> Anything you can't check off the checklist <input type="checkbox"/> Obvious damage <input type="checkbox"/> Missing/broken handles on drawers / wardrobes / doors <input type="checkbox"/> Things you wouldn't be happy to see in your own room
	<input type="checkbox"/> DON'T NEED REPORTING
	<p>Minor scratches on the wall akin to typical wear and tear</p>

If you find damage, report it! That way we have a written report and we can't be charged for damage we didn't cause