

Items used in room number _____
 Today _____ 20____ we were handed-over the following:

Description	Number	CONDITION		Observations
		Good	Bad	
Paint on walls & ceiling				
Tarkett flooring				
Door	Interior			
	Exterior			
Door knob and escutcheon				
Closet / wardrobe				
Refrigerator				
Blinds				
Sink				
Mirror				
Mirror shelf				
Windows				
Window sill	Interior			
	Exterior			
Window screen				
Fuse panel				
Smoke detector				
Neon light fixture				
Intercom				
Light switch				
Internet outlet				
Sockets				
Shelves				
Bed frames				
Mattresses				
Tables				
Chairs	Upholstered			
	Simple			
Other observations				

Administrator:
I handed-over:

Students:
We received:

I took-over:

We handed-over: