



Student Services Room Check List

Name: _____
 ID Number: _____
 Campus: _____
 Date Move In: _____

Mobile Number: _____
 Programme: _____
 Room: _____
 Year: _____



Items	Good	Damaged	Comment
Bed (1) correspond to your room key number and no broken batons			
Mattress (1) correspond to you room key number			
Pillow (1) correspond to your room key number			
Pillow case (2) correspond to your room key number			
Bedsheets (2) correspond to your room key number			
Blanket (1) correspond to your room key number			
Chair (1) correspond to your room key number			
Louvers all in good condition			
Wire mesh in good condition and any damages to the wire mesh will be the sole responsibility of the occupant of the room			
Door in good condition			
Door knob/handle in good condition and any damages will be the sole responsibility of the occupant			
Lock in good condition and any damages will be the sole responsibility of the occupant			
Fan knob in good condition and any damages will be the sole responsibility of the occupant			