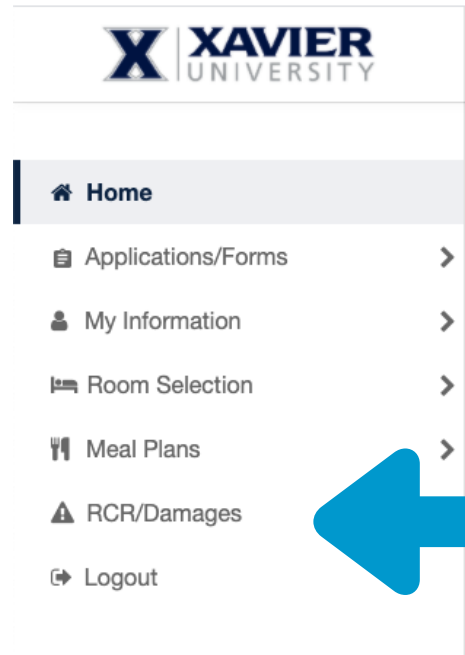


RCR Instructions

Room Condition Reports (RCR)

1. Go to your housing self service and log in
2. Click the hamburger menu
3. Click on RCR/Damages and then Room Condition Reports
4. Select your room
5. You will add comments at the bottom for any updates to damages and agree to the RCR at the end



Commons things to look for and comment on

Each of the below items are commons damages that happen in rooms and should be clearly marked in your comments. Please read each part of the RCR and add any comments that are not already marked.

Walls

- Walls are listed in A B C & D format - A is the wall with the door, B is on the left, C is the wall opposite the door, & D is the wall on the right
- Our walls are commonly damaged by incorrectly removing command hooks so check for any damage

Chairs

- Are there knicks, scratches, or chips at the base of the chair
- Is the seat damaged or torn - especially if it is clothed

Desks

- Is the top scratched, stained, or marked
- Are there stains, chips, or damage to the drawers
- Do drawers open all the way or do they get stuck at all?

Beds

- Are the wooden frames chipped or scratched?
- Is something bent in an odd way?

Dresser/Closets

- Is the area stained, chipped, scratched, or damaged in any way?

Please ask your RA if you have any questions!