List of Items to Check on Arrival - Family Room

Please submit the completed form to the office **within 7 days of arrival** after checking every item carefully.

ENTRANCE	☐ Floor ☐ Wall ☐ Ceiling ☐ Door ☐ Light ☐ Shoe Box
CORRIDOR	☐ Floor ☐ Wall ☐ Ceiling ☐ Light
LIVING & DINING ROOM	☐ Floor ☐ Wall ☐ Ceiling ☐ Windows ☐ Net Windows ☐ Curtains ☐ Lights ☐ Air Conditioner ☐ Ventilator ☐ Sofa ☐ Dining Table ☐ 4 Dining Chairs ☐ Intercom
BED ROOM 1	☐ Floor ☐ Wall ☐ Ceiling ☐ Door ☐ Windows ☐ Net Window ☐ Curtains ☐ Air Conditioner ☐ 2 Single Beds ☐ 2 Mattresses ☐ Ventilator ☐ Closet ☐ Light ☐ Door Intercom ☐ Desk ☐ Desk Chair ☐ Desk Lamp
BED ROOM 2	☐ Floor ☐ Wall ☐ Ceiling ☐ Door ☐ Window ☐ Net Window ☐ Curtain ☐ Air Conditioner ☐ Bunk Bed ☐ 2 Mattresses ☐ Closet ☐ Light ☐ Ventilator
KITCHEN	☐ Floor ☐ Wall ☐ Ceiling ☐ Light (Main) ☐ Sink ☐ Faucet ☐ Light (above sink) ☐ Kitchen Fan ☐ Refrigerator ☐ Microwave Oven ☐ IH Cooking Heater ☐ Cupboard
Kitchenware	☐ Single-Handled Pot ☐ Frying Pan ☐ Chopping Board ☐ Kitchen Knife ☐ Ladle ☐ Turner
Tableware	☐ 4 Large Plates ☐ 4 Small Plates ☐ 1 Bowl ☐ 4 Mugs ☐ 4 Glasses ☐ 4 Forks ☐ 4 Knives ☐ 4 Spoons ☐ 4 Tea Spoons ☐ 4Desert Spoon
WASHROOM	☐ Floor ☐ Wall ☐ Ceiling ☐ Door ☐ Light ☐ Faucet ☐ Wash Basin ☐ Washing Machine
BATHROOM	☐ Floor ☐ Wall ☐ Ceiling ☐ Door ☐ Light ☐ Faucet ☐ Mirror ☐ Bathtub ☐ Ventilator
TOILET	☐ Floor ☐ Wall ☐ Ceiling ☐ Door ☐ Light ☐ Toilet ☐ Ventilator
OTHER ITEMS	☐ Clothes Drying Rack

I confirm that I have borrowed the items listed above. I will restore the room to original state on my departure.

Please use this space to report anything that you think needs repairing or replacing.

Please use this space to report anything either damaged or missing, which you do not think needs repairing or replacing.

Please note that any defects that are found after the submission will be considered attributable to the resident.

Date _____   Room No. ___O_____   Signature _____